ANNEXURE U

PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS: Hand Delivery: Room 1031, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho. Post to: The Premier, Private Bag X0047, Bhisho, 5605.

FOR ATTENTION: L Van Zuydam/. Nkonki

CLOSING DATE: 06 December 2019

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 42/134: DIRECTOR – GENERAL REF NO: OTP 00/11/2019
(Five – Year Performance Based Contract)

SALARY: R1 978 533 – R2 228 820 per annum (Level 16) (An all-inclusive remuneration)

CENTRE: Head Office-Bhisho

REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Management, Public Administration or other relevant qualification as recognized by SAQA. A relevant qualification in Labour Law will be an added advantage and 8 to 10 years’ experience at senior management level, of which 3 years must have been with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

DUTIES: The successful candidate as the Head of Department and Accounting Officer of the Office of the Premier, will be responsible to ensure integrated delivery to the citizens of the Eastern Cape through strategic leadership, critical intervention and coordinating effective Provincial governance This entails; Serving as Secretariat to the Executive Council Administering intergovernmental relations between the Province of the Eastern Cape and other provinces as well as national departments and national government components Administering intra-governmental cooperation between the Office of the Premier and the various Eastern Cape Provincial departments, including the coordination of their actions and legislation. Providing institutional development and organisational support services to ensure that the Provincial Administration has sufficient capacity to effectively and efficiently deliver on its mandate. Ensure monitoring and evaluation of performance of the Provincial Administration, and coordination of provincial policy and planning. Rendering effective and efficient executive, communications and legal support services and implementing intergovernmental and stakeholder relations. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Medium-term Strategic Framework. Implementing good
governance systems and compliance monitoring frameworks. Efficiently managing corporate services in the Department.

ENQUIRIES
Mr. L. Van Zuydam/ Ms. P. Mwanda; Ms. S. Nkonki Tel No: (040) 609 6403/6157 6460

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS
Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William’s Town, for the attention of Mr. M Madonci or Post To The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605
Enquiries: can be directed to Ms Z. Moyeni at 043 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110.
Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at Tel No: (043) 705-5650/Ms P. Kula Tel No: (043) 705-5638.

CLOSING DATE
06 December 2019

NOTE
Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

POST 42/135
DEPUTY DIRECTOR: GENERAL PAYMENTS REF NO: DSD/2019/11/01
Re-advertised

SALARY
R733 257 per annum (Level 11)

CENTRE
Provincial Office

REQUIREMENTS
Standard 10/Grade 12 plus a B Degree/National Diploma in Commerce/Financial Management/ Auditing/ Accounting services/Financial Planning Services, with five years’ relevant experience in Payments/Internal Control/Pre-Audit/ Accounting services/ Financial Planning services of which 3 years should be at supervisory or Assistant Director level in Payments/ Internal Control/Pre-Audit/ Accounting services/ Financial Planning services. A valid South African driver’s license is a prerequisite. Competencies: Excellent project management and stakeholder management capabilities, exceptional computer skills (Microsoft Applications), effective communication skills, innovation capabilities, organizing, planning, presentation, negotiating, decision making, analytical interpersonal and both written and verbal communication skills, and problem solving skills. A clear understanding of public sector legislative (PMFA and related Regulations, and GRAP, ability to work under pressure and to meet deadlines.

DUTIES
ENQUIRIES: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110

POST 42/136: COMMUNITY DEVELOPMENT SUPERVISOR GR1 REF NO: DSD/2019/11/02 (X4 POSTS)

SALARY: R363 801 per annum
CENTRE: BCM
REQUIREMENTS: Grade 12 plus A Degree in Social Science with Developmental economics/National Diploma in Development Studies/Community Development plus a minimum of 7 year’s recognizable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. A valid South African driver’s license. Competencies: Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project management skills.

DUTIES: Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development to perform administrative support on development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

ENQUIRIES: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110

POST 42/137: SOCIAL WORK SUPERVISOR GR1 REF NO: DSD/2019/11/03 (X1 POST)

SALARY: R348 228 per annum
CENTRE: BCM: Zwelitsha
REQUIREMENTS: Grade 12 plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver’s license. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

DUTIES: Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people’s placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

ENQUIRIES: can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110

POST 42/138: COMMUNITY DEVELOPMENT PRACTITIONER GR 1 REF NO: DSD/2019/11/04 (X7 POSTS)

SALARY: R217 659 per annum
CENTRE: BCM

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**DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE**

*The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS**

- **Head Office:** Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasiile Mkwayi Building, King William’s Town, 5605 Enquiries – Ms. R. Loots Tel No: (043) 492 0949
- **Amathole District:** Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Eco Building, East London, 5201 Enquiries Mr. Trevor Jantjies Tel No: (043) 704 7806/083 454 9993
- **Chris Hani District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320 Hand deliver to: No. 6 Ebden Street, Queenstown, 5319 Attention Mr. X. Kwanini Tel No: (045) 492 0030/065 596 8907
- **OR Tambo District:** Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mhtata, 5100 Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. Attention Ms. N. Kenqa Tel No: (047) 502 9211/079 554 6886
- **Joe Gqabi District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No 2 Cole street, Aliwal North, 9750 Attention Mr Y Dlamkile: Tel No: (051) 492 4774/071 812 6015
- **Nelson Mandela District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003,Port Elizabeth, 6003 OR Hand deliver to: 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth: Attention Mr A Kitching Tel No: (041) 492 1231/1230
- **Alfred Nzo District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff Attention Mr Guwiana Tel No: (039) 254 0960/082 542 4726

**CLOSING DATE**

- **NOTE**

  Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at [http://www.info.gov.za/documents/forms/employ.pdf](http://www.info.gov.za/documents/forms/employ.pdf) which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver’s license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be
subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

POST 42/139 : DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: DSRAC 01/11/2019

SALARY : R1 057 326 per annum (Level 13) (An all-inclusive remuneration)
CENTRE : Head Office

DUTIES : Provide human resource administration services. Manage the coordination of HR utilisation and development programmes. Manage and facilitate human resource planning, strategy and systems. Manage and facilitate the provision of labour relations services. Manage the provisioning of Organisational Development Services. Manage the Development and Maintenance of the Organisational Structure and Facilitation of Job Evaluation Process. Manage and facilitate the provision of employee wellness and programmes. Overseer the formulation and implementation of all HR related policies in order to enable the department to fulfill its role in delivering a service to the communities/ clients of the Department and to ensure compliance with national and provincial policies. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Liaise with all relevant stakeholders, internally and externally stakeholders to ensure coordination of activities, sharing of information, etc. as well as handling of reports to stakeholders on HR related matters (i.e Auditor General, DPSA, etc.). Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.

ENQUIRIES : R. Loots Tel No: (043) 492 0949

OTHER POSTS

POST 42/140 : DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DSRAC 02/11/2019

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Labour Relations or Labour Law/ Public Management/ Social Science with labour Relations or Labour law as majors. 5 years' relevant experience of which three (3) years must be at an Assistant Director level/ Junior Management level experience in the Labour Relations environment. Good communication skills (verbal, presentation and report writing). A practical understanding of the Public Service prescripts dealing with misconduct. Public Service Act, Public Service Regulation, and PSCBC Resolution no.2 of 1999 as amended by Resolution no1 of 2003, the relevant provisions a chapter 7 of the SMS handbook and Labour Relations Act, Proven Managerial and leadership credentials. Computer Literacy. Sound knowledge of labour legislation and labour relations practices. Good negotiation, conflict management, strategic capability, administration and analytical skills. Ability to plan and organize. An understanding of the Public Service Regulatory Framework. Computer literacy in all MS Office packages. A Valid code 08 driver’s licence.
DUTIES: Manage the implementation of the grievance procedures. Facilitate investigation of grievances. Handle disputes/appeals upon unfair labour practice and for unfair dismissal. Make appropriate recommendations. Monitor the implementation of decisions. Compile and submit reports to the Office of Public Service Commission; Treasury; OTP; etc. Manage the handling of disputes (unfair labour practices, unfair dismissal). Represent the departmental at Commission for Conciliation Mediation and Arbitration/Bargaining Council. Monitor the implementation of the awards. Compile reports and submit to the top management. Manage the handling of Disciplinary matters. Facilitate investigations of disciplinary cases. Ensure the protection and confidentiality of the information gathered during investigation Deal with employees’ representative queries on a matter under investigation. Ensure that sound labour relations between management Labour through functional and active Labour Forum at Head Office and District offices. Analyse labour relations trends within the department and prepare recommendations to management. Render Labour Relations support both to Head office and District offices’ matters. Monitor the Implementation of the outcome of the disciplinary hearing. Implement appeals’ outcomes arising from disciplinary hearings. Management of resources. Manage human resources. Ensure effective management of all physical assets. Compile, control and monitor the budget. Working knowledge of Persal.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/141: DEPUTY DIRECTOR: CULTURAL AFFAIRS (X2 POSTS)

SALARY: R869 007 per annum (Level 12) (An all-inclusive remuneration)

CENTRE: Alfred Nzo District Ref No: DSRAC 03/11/2019

OR Tambo District Ref No: DSRAC 04/11/2019

REQUIREMENTS: B Degree in Arts and Culture/ Museum & Heritage/Libraries coupled with 10 years’ experience in the field of Cultural Affairs. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years’ experience at Assistant Manager Level. Knowledge of Government prescripts, Treasury Regulations, PFMA and policies. Good communication skills. Ability to meet deadlines. Must be able to analyse and implement policies. Knowledge of Arts and Culture, Museum & Heritage and Libraries prescripts. Problem-solving skills. Knowledge of finances and the budget process. Computer literacy. A valid driving licence. (People with disability and females are encouraged to apply).

DUTIES: Manage and provide leadership to Cultural Affairs which include Library & Information Services, Arts & Culture as well as Museum & Heritage. Develop and maintain strategic linkages with other government departments, municipalities and other relevant stakeholders. Manage the implementation of the district Operation Plan. Manage the budget of the component and align it with Strategic and Operation Plan of the Department. Manage Cultural Affairs resources. Manage and monitor all activities of Cultural Affairs in the District to ensure that the Departmental goals are achieved. Coordinate the implementation of Arts & Culture, Museums & Heritage as well as Library & Information Services Legislation and policies in the District.

ENQUIRIES: Ms. Kenqa Tel No: (047) 502 9211 Tambo

Mr. Gugwana Tel No: (039) 254 0960 Alfred Nzo

POST 42/142: DEPUTY DIRECTOR: SPORT & RECREATION REF NO: DSRAC 05/11/2019

SALARY: R869 007 per annum (Level 12) (An all-inclusive remuneration)

CENTRE: Amathole District

REQUIREMENTS: An appropriate bachelor’s degree/Diploma in the field of Sport & Recreation coupled with 10 years’ experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem-solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. A valid driving license (People with disability and females are encouraged to apply).

DUTIES: Planning of the sub-directorate and the district operational plans. Ensure compliance with Conditional Grant Framework. Prepare budgets, procurement plans and cash flow projections in line with the Business Plan, Provincial and National Directives. Synchronise the operational plans with budget and business plans. Provide strategic leadership and ensure capacity building. Assist and facilitate the implementation of mass participation programmes in the following areas: School Sport, Club
Development, Recreation Development, Sport Academy, Sport Councils. Implement programmes in line with policy directives and political imperatives. Implement and monitor nation directives for the programme. Manage the utilization and safekeeping of assets. Ensure a productive organizational culture.

ENQUIRIES : Mr. T. Jantjies Tel No: (043) 492 1836

POST 42/143 : DEPUTY DIRECTOR: SCM (DEMAND & ACQUISITION) REF NO: DSRAC 06/11/2019

SALARY : R733 257 per annum (Level 11) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : A three (3) year Degree; National Diploma or an equivalent on NQF level 6 with knowledge of Public Management/ Public Administration/ Purchasing/ Business Administration/ Supply Chain Management/ Logistics Management. Seven (7) years’ procurement experience of which three (3) years should be supervisory level and one (1) year in Demand and Acquisition Management. Knowledge of Supply Chain Management framework; financial systems (System capability – LOGIS and BAS); Public Finance Management Act (PFMA), Treasury Regulations; BBBEE Act and PPPFA. Good interpersonal relations. Good communication skills (written and verbal). Good organisational, planning, project management and supervisory skills.

DUTIES : Assist the department in procurement planning, implementation and control. Facilitating goods and services demand for the Department. Establishing procurement plan for the Department. Conduct market analysis and commodity (needs) analysis. Ensuring that the requirements are linked to the approved budget. Determine the sourcing strategy. Analysing and review of specifications and terms of references for goods and services. Determine procurement method. Record management. Follow up on outstanding unpaid orders. Facilitate cancelation of unused orders. Manage and control commitments of the Department.

ENQUIRIES : R. Loots Tel No: (043) 492 0949

POST 42/144 : SENIOR LEGAL ADMIN OFFICER (OSD) REF NO: DSRAC 07/11/2019

SALARY : R473 820 – R533 772 per annum (MR6) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : An LLB or recognised four-year legal degree. At least 8 years’ appropriate post qualification advisory/civil high court litigation experience. Admission as an Attorney/Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/Administrative Law/ Labour Law/Contracts Management will be an added advantage. A valid code 08 driver's license is essential. Computer literacy and proficiency is essential.

DUTIES : To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Present on and advise on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome. Draft legal documents and advise on the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

ENQUIRIES : R. Loots Tel No: (043) 492 0949

POST 42/145 : ASSISTANT DIRECTOR: RECORDS MANAGER (ARCHIVES) REF NO: DSRAC 12/11/2019

SALARY : R470 040 per annum (Level 10) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : Tertiary qualification in Archives and Records Management field with 3 years’ experience in the field of Archives of which 2 years should be at supervisory level. Knowledge of the Provincial Archives and Records Act and related legislations. Extensive knowledge of archival and records management systems and procedures. Knowledge of current archival and records management policies. Good knowledge of electronic records management practices and procedures. Computer and IT literacy. Extensive experience in records management work in governmental bodies. Good
verbal and written communication skills. Presentation skills. Be a team worker. Must be in possession of a valid code 08 drivers’ licence.

**DUTIES**: Responsible for managing all records in accordance with the Provincial Archives and Records Service Act. Liaise with all organs of state regarding proper management of records. Ensure proper maintenance of records in registries of client offices. Evaluate draft file plans for client offices. Initiate and develop training programmes for records management staff in archives and departmental records managers’-ordinate designing and implementation of records management policies and procedures in client offices. Monitor compliance of governmental bodies. Ensure compilation of reports and validation. Monitor interim repository. Monitor appraisal and systematic disposal plans. Assist in management electronic records management systems in liaison with the client offices. Develop guides and directives for paper and electronic records. Monitor unauthorised destruction of records-paper and electronic.

**ENQUIRIES**: R. Loots Tel No: (043) 492 0949

**POST 42/146**: ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSRAC 08/11/2019

**SALARY**: R376 596 per annum (Level 09) (An all-inclusive remuneration)

**CENTRE**: Head Office

**REQUIREMENTS**: A Bachelor’s Degree or National diploma in Business Administration/ Public Administration or relevant qualifications. Certificate in monitoring and evaluation certificate will be added advantage. At least three years’ experience in the monitoring and evaluation environment. Proven experience in the development of procedures for data collection and analysis. Knowledge and experience in monitoring and evaluation tools and systems. Good report writing skills. Presentation skills. Computer literacy (MS Word, Excel, Outlook and PowerPoint). Good interpersonal skills, project management skills, strategic thinking, good verbal and communication skills, coordination and facilitation skills, report and business writing skills, planning and organising skills, able to work under pressure, prepared to travel long distances. Good understanding and knowledge of government policies, outcomes, priorities and programmes. Strategic Management within the context of PFMA and other relevant regulatory framework in the Public Service. Reporting, monitoring and evaluation processes. Must be in possession of a valid code 08 driving licence.

**DUTIES**: Facilitate the development and implementation of monitoring and evaluation systems in the Department. Conduct evaluations in partnership with research institutions and institutions of higher learning. Facilitate and manage the development of Departmental Monitoring and Evaluation Reports. Conduct and produce data analysis report on the implementation of Departmental Strategic and Annual Performance Planning in line with Provincial wide Monitoring and Evaluation framework as well as Government Programme of Action. Monitor, evaluate and report on the implementation of Departmental Service Standards, Service Delivery Improvement Plans and Service Delivery Charter. Monitor evaluate and report on the implementation of Departmental Conditional Grants. Undertake any other task as directed by the supervisor.

**ENQUIRIES**: R. Loots Tel No: (043) 492 0949

**POST 42/147**: ASSISTANT DIRECTOR: SPU REF NO: DSRAC 09/11/2019

**SALARY**: R376 596 per annum (Level 09) (An all-inclusive remuneration)

**CENTRE**: Joe Gqabi District

**REQUIREMENTS**: A 3-year degree/Diploma in Social Sciences, Development studies with 3 years of experience in working with designated groups. Or Matric with 10 years’ experience in working Women, Children and Older person, People with disabilities as well as HIV/AIDS. Must be in possession of a valid code 08 driving licence.

**DUTIES**: Facilitate effective mainstreaming issues of designated groups in District. Ensure that the rights of designated groups are promoted, protected and prioritized in the District Office through the recruitment, selection and retention of designated groups. Coordinate, facilitate and participate in District events that promote the rights of designated groups within the District Office. Develop knowledge of legal, strategic framework and mandates at District Level.

**ENQUIRIES**: Mr. Y. Dlamkile Tel No: (051) 492 4774

**POST 42/148**: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSRAC 10/11/2019

**SALARY**: R376 596 per annum (Level 09) (An all-inclusive remuneration)

**CENTRE**: OR Tambo District
**DUTIES**

- Facilitate financial planning and budget services. Render expenditure, Accounting, Pre-Audit services. Ensure that the prescribed financial procedures and methods are applied and supervise domestic procedures and methods. Supervise the activities of subordinates entrusted with inter alia, the care accounts, vouchers, documents, financial planning and budget, report on budget deviations, cost control and cost analysis programs, internal control and financial administration. Collect and coordinate expenditure planning data. Compile budget proposals on the basis of the financial decisions of the Accounting Officer. Ensure execution of all financial prescripts and procedures of the PFMA and Treasury Regulations.

**ENQUIRIES**

Ms. N. Kenqa Tel No: (047) 502 9211

**POST 42/149**

**ASSISTANT DIRECTOR: LOGISTICS AND STORES MANAGEMENT REF NO: DSRAC 11/11/2019**

**SALARY**

R376,596 per annum (Level 09) (An all-inclusive remuneration)

**CENTRE**

Head Office

**REQUIREMENTS**

- A three (3) year Degree or National Diploma in Supply Chain Management/Logistics Management/Public Management/Public Administration or Commerce, 5 years’ experience in Logistics and Stores Management of which 3 must be at a supervisory level. LOGIS literacy, is a requirement. Knowledge of Public Service Legislation/policies/prescripts and procedures. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Logistical processes and office procedures. Highly motivated, creative and must have an ability to engage with service providers, end - users and stakeholders on matters relating to Logistics, receipts and distribution of goods and services. The ability to plan in tight timeframes and to work under pressure. Computer skills in Microsoft Office applications. Computer Literacy. Good verbal and written communication skills, Conversant to work on LOGIS System. Decision and problem-solving skills. A valid Code 08 Driver’s Licence.

**DUTIES**

- Manage the implementation of Logistical procedures and policies. Management of commitments/orders on LOGIS. Management of 0-9 filing system. Maintenance of all relevant registers and reports. Ensures that payment vouchers are submitted to Finance within three days of receipt of a valid invoice. Supervise processes for reporting on Logistics and Stores management practices in the Department. Monitor and oversee the provisioning of logistics and stores services in District Offices. Supervise subordinates and support departmental planning processes.

**ENQUIRIES**

R. Loots Tel No: (043) 492 0949

**POST 42/150**

**LABOUR RELATIONS PRACTITIONER (X3 POSTS)**

**SALARY**

R316 791 per annum (Level 08) (An all-inclusive remuneration)

**CENTRE**

Sarah Baartman District Ref No: DSRAC 13/11/2019
OR Tambo District Ref No: DSRAC 14/11/2019
Joe Gqabi District Ref No: DSRAC 15/11/2019

**REQUIREMENTS**

- BA Degree/Diploma in Labour Law/Labour Relations/Human Resources Management, with a 2 years’ relevant experience in the field or A Matric with 5 years relevant experience in the field of Labour Relations. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCB/C Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of Persal. A Valid code 08 Driving Licence.

**DUTIES**

- Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organised labour. Risk identification management. Compilation of monthly and quarterly reports.

**ENQUIRIES**

Mr. V. Ketelo Tel No: (043) 492 0223 (Sarah Baartman District)

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**POST 42/151**: SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS AND DISPOSAL REF NO: DSRAC 16/11/2019  
**SALARY**: R316 791 per annum (Level 08) (An all-inclusive remuneration)  
**CENTRE**: Alfred Nzo District  
**REQUIREMENTS**:  
A Degree/National Diploma in SCM, Logistics, Purchasing Management, Financial Management or equivalent plus a minimum of 2 years relevant experience or matric with at least 5 years’ experience relevant experience in the field of Supply Chain Management. Knowledge of SCM Practice Notes and Circulars, Treasury Regulations, PFMA, PPPFA and prescripts governing supply chain management. Knowledge of transversal systems (BAS & LOGIS). Ability to work under pressure and prioritise work. Knowledge of Batho Pele Principles. Good Communication Skills (verbal and written). Computer Literacy. A valid code 08 driving licence.  
**DUTIES**: Render and Coordinate Logistic, Government Garage fleet Services, Asset and disposal, stores management and registry. Supervise staff in the section. Provide operational and functional control on Logistics, Fleets, Assets and Disposal, Stores management and registry.  
**ENQUIRIES**: Mr. Gugwana Tel No: (039) 254 0960

**POST 42/152**: SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: DSRAC 17/11/2019  
**SALARY**: R316 791 per annum (Level 08) (An all-inclusive remuneration)  
**CENTRE**: Nelson Mandela District  
**REQUIREMENTS**: A Degree/Diploma in Finance Administration or equivalent with 2 years’ relevant experience or Matric certificate coupled with a minimum of 5 years’ experience working within the finance environment. Knowledge of relevant government prescripts and financial administration processes. Knowledge of LOGIS, BAS and PERSAL. Good written and communication skills. Good interpersonal skills. Computer literacy. A valid driving licence will be an advantage.  
**DUTIES**: Facilitate payments of service providers within 30 days. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filing system procedure related to financial matters. Implement clearly defined norms and standards of work regarding financial procedure. Maintain payments registers to track all forms of payments.  
**ENQUIRIES**: Mr. A. Kitching Tel No: (041) 492 1234

**POST 42/153**: TRANSPORT OFFICER: LOGISTICS AND DISPOSAL REF NO: DSRAC 18/11/2019  
**SALARY**: R257 508 per annum (Level 07) (An all-inclusive remuneration)  
**CENTRE**: Chris Hani District  
**REQUIREMENTS**: A Degree/Diploma in Public Administration/Public Management with 2 years relevant experience in the field. A qualification in Supply Chain Management will be an added advantage. Matric certificate with 5 years’ relevant experience in the field of Fleet Management. Good written and communication skills. Computer literacy. A valid code 08 drivers’ licence.  
**ENQUIRIES**: Mr. Kwanini Tel No: (045) 492 0030

**POST 42/154**: ADMIN OFFICER: FACILITIES REF NO: DSRAC 19/11/2019  
**SALARY**: R257 508 per annum (Level 07) (An all-inclusive remuneration)  
**CENTRE**: Head Office  
**REQUIREMENTS**: Three-year tertiary qualification in Property Management/Facilities Management/Project Management/Public Administration/Management. Two (2) years functional experience in Facilities and Maintenance environment.  
**DUTIES**: Provide general maintenance of the Department of Sport, Recreation, Arts and Culture properties and facilities. Responsible for ensuring that services for cleaning and gardening are done in the most effective and efficient manner in the Department. Ensure that electricity, plumbing and general maintenance contractors perform as per the Service Level Agreement (SLA). Responsible for procurement of goods and services.

ENQUIRIES : R. Loots Tel No: (043) 492 0949

POST 42/155 : PROVISIONING ADMIN OFFICER: LOGISTICS AND DISPOSAL REF NO: DSRAC 20/11/2019

SALARY : R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Amathole District
REQUIREMENTS : A Degree/national diploma in Logistics or Supply Chain Management. Matric with 2 years relevant working experience Computer Literacy Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain management Policies and Practises. Financial Accounting. Ability to work under pressure and meet tight deadlines. Ability to physically carry heavy loads. Good communication skills (verbal & written). Computer literate and knowledge of LOGIS is essential. A valid Code 08 driver’s license will be an added advantage.
DUTIES : Facilitate Requisitions, Receipts and Issuing of stores items: Receive requests from departmental staff. Prepare items requested. Render support in maintaining inventory stock level: Analyse inventory levels and ensure that request to replenish is initiated. Assist in preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. Monitor, record and updating of bin cards: update of bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render support in managing stock in the department: Facilitate overall physical count process performed by the inventory unit. Perform spot checks on all items that are on issue voucher. Prepare report for all obsolete items identified during stock counts.

ENQUIRIES : Mr. T. Jantjies Tel No: (043) 492 1836

POST 42/156 : INTERNAL AUDITOR REF NO: DSRAC 21/11/2019

SALARY : R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Head Office
DUTIES : Provision of innovative, cost effective and value-added business processes and internal control view to ensure good corporate governance in the Department. To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Preparation of reports.

ENQUIRIES : R. Loots Tel No: (043) 492 0949

POST 42/157 : ARCHIVIST REF NO: DSRAC 22/11/2019

SALARY : R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : Tertiary qualification in Archives and Records Management field. Knowledge of the Provincial Archives and Records Act and related legislations. 2 years’ experience in the records management and archives environment. Extensive knowledge of archival and records management systems and procedures. Knowledge of Archives and Records Service legislation and policies. Knowledge of electronic records management systems. Good management and leadership abilities. Research and report writing skills. Financial Management and budgeting Skills Good communication and presentation skills.
DUTIES : Responsible for managing Government records in accordance with the Provincial Archives and Records Act. Liaise with organs of State regarding proper management and use of records. Supervise proper maintenance of records in registries of client offices of the designated area. Monitor compliance with records management
prescrips. Train records managers of client offices. Conduct records appraisals. Review file plans, policies and procedure manuals. Assist client offices in designing electronic records management environment together with the relevant stakeholders.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/158: ACCOUNTING CLERK: CASH MANAGEMENT REF NO: DSRAC 23/11/2019

SALARY: R173 703 per annum (Level 05) (An all-inclusive remuneration)

CENTRE: Head Office


DUTIES: Collect information around day-to-day financial obligation of the department. Compile and submit cash flow to Provincial Treasury. Reconciliation of cash request, monthly drawings and bank statements. Compile and submit monthly cash flow projection to Provincial Treasury. Effect the department’s revenue transfers to Exchequer account. Assist in preparing Appropriation statement.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/159: ACCOUNTING CLERK: BUDGET MANAGEMENT REF NO: DSRAC 24/11/2019

SALARY: R173 703 per annum (Level 05) (An all-inclusive remuneration)

CENTRE: Head Office

REQUIREMENTS: A three-year Bachelor’s degree or National diploma in Accounting or Financial Management. Knowledge of PFMA and Treasury regulations. Computer literacy, BAS, PERSAL as an added advantage. Ability to work under pressure.

DUTIES: Monitor compliance with respect to Section 45 of the PFMA and advise the Programme and Responsibility Manager in relation to over/under expenditure. Manage, and track incoming and outgoing submission, with the aim of managing commitments, to ensure service delivery is not compromised. Co-ordinate the implementation of Section 43 of the PFMA. Assist in co-ordination of departmental budgets, and ensure they are credible. Assist in the alignment of performance information with the budget. Liaise with all departmental components, and Districts in relation to budget inputs, and consolidate them on a prescribed input. Knowledge and understanding of: the Public Finance Management Act and Treasury Regulations; and General Ledger reconciliation and analysis. Knowledge of travel and subsistence, SCoA, Basic Accounting System (BAS) and PERSAL systems as well as data capturing.

ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/160: ACCOUNTING CLERK: SALARIES REF NO: DSRAC 25/11/2019 (X2 POSTS)

SALARY: R173 703 per annum (Level 05) (An all-inclusive remuneration)

CENTRE: Head Office


ENQUIRIES: R. Loots Tel No: (043) 492 0949

POST 42/161: HR OFFICER: CONDITIONS OF SERVICE REF NO: DSRAC 26/11/2019 (X2 POSTS)

SALARY: R173 703 per annum (Level 05) (An all-inclusive remuneration)

CENTRE: Head Office


DUTIES: Implementation of Service Benefits (Housing allowance, Long Service Recognition Awards, Injury on Duty applications, Service Termination Benefits- i.e. Pension benefits, Leave Gratuity payments, Medical Aid benefits). Leave Administration,

**ENQUIRIES**
R. Loots Tel No: (043) 492 0949

**DEPARTMENT OF TRANSPORT**

*Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer.*

**APPLICATIONS**
Should be directed to: Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William’s Town. Post to: The acting Director – HRM, Department of Transport, Private Bag X 0023, Bhisho 6605. Enquiries: Mr. Ngcobo Tel No: (043) 604 7400 Ext 7455.

**Amatole District:** Private Bag X9009, East London, 5200: Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000.

**Chris Hani:** Private Bag X7185, Queenstown, 5320.

**Joe Gqabi:** Private bag X1001, Aliwal North, 9750.

**O.R Tambo District:** Private Bag X5036, Umtata, 5099.

**Alfred Nzo:** Private Bag X3561, Kokstad, 4700

**FOR ATTENTION:** Mr T. Gantsho

**CLOSING DATE:** 06 December 2019

**NOTE:** Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or http://eclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All shortlisted candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.

**MANAGEMENT ECHELON**

**POST 42/162**

**DIRECTOR: TRAFFIC INFRINGEMENT MANAGEMENT SERVICES REF NO: DOT 01/11/2019**

(12 months contract post)

Re-advertisement

**SALARY**
R1 057 326 – R1 245 495 per annum (Level 13)

**CENTRE**
Head Office

**REQUIREMENTS**

**DUTIES**
Manage provincial traffic infringements: Oversee receiving, recording, processing and management of documents, visitors and enquiries. Manage conversion of paper based Section 56 & 141 documents to electronic documents. Analyse and reconcile traffic law enforcement fees: Reconciliation of fines captured against fines paid. Manage provision of information on unpaid summonses. Oversee the keeping of records of all transactions for audit purposes. Managing SLA’s between the DOT and Magistrate
offices. Managing relations with service providers. Determining and recommending systems for efficient revenue collection. Administer traffic law arising from traffic infringements: Direct Radio Control services including use of Vehicle Deployment Management System (DVMS). Manage accident information collection and processing. Manage Traffic Law Enforcement camera information collection and analysis. Manage processing traffic law information using electronic traffic law enforcement systems. Enforcing payment of outstanding traffic fines. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/163:
DIRECTOR: INNOVATION AND EMPOWERMENT REF NO: DOT 02/11/2019

SALARY:
R1 057 326 – R1 245 495 per annum (Level 13)

CENTRE:
Head Office

REQUIREMENTS:

DUTIES:
Manage the assessment of all EPWP projects. Coordinate the identification of projects for EPWP. Liaise with all departmental components to mainstream EPWP into the departmental projects. Develop an assessment tool and monitor its implementation. Produce statistical reports on the impact of. Monitor implementation of EPWP projects. Manage the creation and maintenance of a data base for all EPWP projects. Compile reports on the status of each EPWP project. Analyse reports submitted on each project. Attend to queries raised by project beneficiaries and resolve them. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

OTHER POSTS

POST 42/164:
DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOT 04/11/2019

SALARY:
R733 257 – R863 748 per annum (Level 11)
**CENTRE**: Head Office  
**REQUIREMENTS**: Standard 10/ Grade 12 plus an appropriate NQF level 7 qualification as recognised by SAQA in Audit and Accounting as major subjects coupled with a minimum of 5 years' experience in an auditing environment of which 3 years must be at supervisory level (Assistant Director Level). Aid driver's license.

**DUTIES**: Manage the execution of a comprehensive audit plan: Assist in the development of the departmental audit universe, and internal audit plan. Allocate appropriate resources for the audit plan. Manage the internal audit activity: Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the identification of audit risks, development of audit programmes and ensure execution of audits based on audit programme. Execute audit work and review audit work performed. Present findings and audit reports to management and audit committee. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. Performance agreements, work plans and personal development plans (PDP’s) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates. Ensure that assets are managed, maintained and safeguarded. Skills and Competencies: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Budget Preparation, Monitoring and Reporting. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and TeamMate and Good Communication Skills.

**ENQUIRIES**: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

**POST 42/165**: DEPUTY DIRECTOR: FINANCE REF DOT: 05/11/2019

**CENTRE**: Scholar Transport: Amathole  

**DUTIES**: Manage the rendering of scholar transport procurements services. Coordinate the drafting of tender specification acquiring scholar transport service providers. Facilitate the drafting of scholar transport contracts. Manage the process of appointment of service providers. Provide sound budget management and payment management services. Guides the budgeting process for scholar transport. Monitor budget spending and recommend corrective measures should over or under spending occurs. Manage accruals and payables. Ensure that PODs, Invoices and Excel Spread sheet data is verified and approved before it is submitted to Head Office. Ensure that comparison between the PODs and invoices against the spread sheet is done. Ensure correctness of PODs before payment is made. Ensure that data captured on BAS interface (system) such as the invoice no, service provider name, receive date, invoice date and invoice amount are correct. Manage timeous payment of service providers, within 30 days. Monitor uploading of payments on BAS Interface. Ensure that exceptions are authorised on BAS. Review payments documents and authorise (payments). Ensure that reconciliations are done on a monthly basis. Provide financial data management services. Verify data coming from districts for correctness. Ensure safe keeping of financial data (records, invoices and payment information). Provide credible financial information and financial reporting. Ensure timeous submission of information to the
Chief Financial Officer. Ensure compliance with legislative prescripts. Ensure timeous responses during the audit. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/166 : CONTROL TECHNICIAN REF NO: DOT 06/11/2019

SALARY : R446 202 per annum (OSD)
CENTRE : Sarah Baartman

DUTIES : Manage technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and asset. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the division. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES can be directed Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/167 : ASSISTANT DIRECTOR: ICT SECURITY REF NO: DOT 08/11/2019

SALARY : R376 596 - R454 920 per annum (Level 09)
CENTRE : Head Office

DUTIES
Server, Activate Directory Services, Rights Management Services, Group Policy, administration rights delegations, and MS Forefront Identity Manager Systems. Ensure that all users (internal, external and temporary) and their activity on IT systems (business application, IT environment, system operations, development and maintenance) are uniquely identifiable. Enable user identities via authentication mechanisms, confirm that user access rights to systems and data are in line with defined and documented business needs and that job requirements are attached to user identities. Ensure that user access rights are requested by user management, approved by system owners and implemented by the security responsible person. Maintain user identities and access rights in a central repository. Deploy cost effective technical and procedural measures, and keep them current to establish user identification, implement authentication and enforce access rights. Ensure proper controls are in place and effective in order to manage ICT systems (Patching, Anti-virus) Administration of user accounts: Address requesting, establishing, issuing, suspending, modifying and closing user accounts and related user privileges with a set of user account management procedures. Include an approval procedure outlining the data or system owner granting the access Privileges. Perform regular management review of all accounts and related privileges. Provide professional IT support: Administer effective controls on LAN switches and servers. Serve as technical lead on any new project with significant impact on the management of electronic. Identity within the department. Regularly contribute to other delegated assigned IT controls (as per the adopted governance framework, COBIT) to ensure that policies, procedures, and practices, provide a reasonable assurance that the department's objectives will be achieved and undesired events will be prevented or detected and corrected. Perform penetration tests on regular intervals. Develop and update ICT Security policy and procedure. Conduct Risk Assessments, formulate risk register and mitigation measures. Conduct Security awareness workshops.

ENQUIRIES can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

POST 42/168 ASSISTANT DIRECTOR: PROGRAM SUPPORT REF NO: DOT 09/11/2019

SALARY R376 596 - R454 920 per annum (Level 09)
CENTRE Head Office

DUTIES Coordinate and guide the planning process for the Chief Directorate. Analyse reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Guide Chief Directorate planning sessions to ensure that issues raised in the Executive Council and in MINMEC are incorporated. Facilitate tabling and discussion of Directorate operational plans and integration of them into a Chief Directorate operational plan. Ensure that Chief Directorate plans are guided by statistical evidence from research conducted by various organs of the state Coordinate and guide the Chief Directorate budgeting process and financial reporting. Facilitate identification of Chief Directorate priorities for the MTEF. Assist directorates to develop cost based budgets that are aligned to the Chief Directorate’s priorities. Ensure that projects identified in the member of executive council (MEC) policy speech are accommodated in the departmental budget. Ensure effective management of grants and donations. Coordinate the development of documents going to the provincial treasurer. Consolidate the budget of the Chief Directorate for submission to the Budget Office. Prepare In-year Monitoring report for the Chief Directorate. Monitor Chief Directorate spending paten to curb under and over spending. Coordinate submission of information requested by the Auditor General. Coordinate implementation of monitoring, evaluation and reporting services. Coordinate the uploading of Chief Directorate information to the MPAT reporting template. Quality check all reports going out of the Chief Directorate. Ensure timeous reporting by the branch. Study reports coming from departmental M&E and facilitate implementation of recommendations. Represent the office of the Chief Director in
strategic meetings when a need arise. Manage the allocated resources of the Office of
the Chief Director in line with legislative and departmental policy directives and comply
with corporate governance and planning imperatives. Maintain high standards by
ensuring that the team/section produces excellent work in terms of quality/quantity and
timeliness. Resolve problems of motivation and control with minimum guidance from
supervisor. Delegate functions to staff based on individual potential provide the
necessary guidance and support and afford staff adequate training and development
opportunities. Manage daily employee performance and ensure timely Performance
Assessments of all subordinates. Ensure management, maintenance and safekeeping
of assets.

**ENQUIRIES**

can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

**POST 42/169**

**ASSISTANT DIRECTOR: WELLNESS REF NO: DOT 11/11/2019**

**SALARY**

R376 596- R454 920 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**

Standard 10/ Grade 12 plus an appropriate NQF level 7 qualification as recognized by
SAQA in Behavioural Sciences, Social work and Psychology. 3 years relevant
experience at supervisory level or salary level 7/8 in in the Employee Health and
Wellness within, Human Resource Management environment, with special focus in the
Wellness Management/Therapeutic Counselling; Registration with relevant
Professional Association. A Valid driver’s license. Competencies: Research, Report
writing, Negotiation skills, Interpersonal relations, Communication (verbal and written),
Computer literacy, Analyzing, Conflict Resolution/Problem solving, Presentation,
Working in a team, People and Performance Management, Crisis Management,
Programme and Project Management, Information Management, Government policies
and planning systems, Knowledge of PFMA and Batho Pele Revitalization Strategy.

**DUTIES**

Coordinates the implementation of wellness programmes, projects, and interventions.
Plans, monitor and manages Wellness programmes according strategies, policies and
budgetary guidelines. Makes provision for counselling to individual employees and to
their immediate family members. Attend to cases referred to EAP, open case file for
each case referred, consult with referred employees to identify causes and required
interventions. Produce quality reports with recommendations to the supervisor and
organise referrals to external institutions when necessary and monitor progress.
Identifies and advises employees on personal development needs for individual
employees. Analyses and evaluates wellness data and communicate information,
statistics and results to various stakeholders and management. Coordinates activities
of Peer Educators. Promotes work - life balance for employees. Provides information
regarding nutrition and monitors canteen services. Oversees the functioning of
gymnasium and other physical and recreational activities at the workplace (if
applicable). Manage the allocated resources of the section in with the legislative and
departmental policy directives and comply with corporate governance and planning
imperatives. Maintain high standards by ensuring that the team/section produces excellent
work in terms of quality/quantity and timeliness. Ensure management,
maintenance and safekeeping of allocated assets. Ensure timely development of
job description and implementation of Work plans and Personal Development Plans
(PDP’s) for supervisees. Manage daily employee performance and ensure timely
Performance Assessment of all supervisees.

**ENQUIRIES**

can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458

**POST 42/170**

**ASSISTANT DIRECTOR: REVENUE & BUDGET REF NO: DOT 12/11/2019**

**SALARY**

R376 596 - R454 920 per Annum (Level 09)

**CENTRE**

Sarah Baartman

**REQUIREMENTS**

Standard 10/ Grade 12 plus an appropriate NQF level 7 qualification as recognized by
SAQA in Auditing/Cost and Management Accounting/Financial Information
System/Taxation/Local Government and Finance, majoring in Financial
Accounting/Accounting. 3 Years relevant experience at supervisory level or salary level
7/8 in the field. A valid driver’s license. Knowledge: Public Finance Management Act,
Conflict resolution Customer and quality management. Problem solving skills. Decision
making skills.

**DUTIES**

Provide revenue planning and reporting services; Participate in identification of
revenue sources. Participate in setting of budget targets. Communicate revenue
targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Provide revenue collection and reconciliation services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

POST 42/171: PRINCIPAL ROAD SUPERINTENDENT REF NO: DOT 18/11/2019

SALARY: R316 791 – R373 167 per annum (Level 08)
CENTRE: OR Tambo
DUTIES: Supervise the provision of road construction and/or maintenance services through the followin Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Provide support in the development of team members. Manage handling and maintenance of heavy road construction machines and vehicles. Provide mentorship regarding the caring for and handling of all road construction machinery and vehicles. Manage Resources allocated to the post holder including Human Resources. Allocate tasks. Co-ordinate work schedules. Handle basic HR functions. Performance appraisal.

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

POST 42/172: HR CLERK (SUPERVISORY): CONDITIONS OF SERVICES REF NO: DOT 13/11/2019

SALARY: R257 508 – R303 339 per annum (Level 07)
CENTRE: Sarah Baartman.

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.
POST 42/173 : PERSONAL ASSISTANT (X2 POSTS)

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office Ref No: DOT 14/11/2019
            Scholar Transport Ref No: DOT 15/11/2019
REQUIREMENTS : Standard 10/Grade 12 plus an appropriate NQF level 6 qualification as recognized by SAQA in Secretarial Diploma/Office Management and Technology. 1-2 year experience in rendering a support service to the Manager. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee’s requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyzes and the manage information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager’s budget: Collects and coordinates all the documents that relate to the manager’s budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

POST 42/174 : LAN ADMINISTRATOR REF NO: DOT 16/11/2019

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus an appropriate NQF level 6 qualification as recognized by SAQA in Computer Science or National Diploma in Information Technology (communication networks), recognized certification(s) N+ or CCNA will be an added

**DUTIES**: Liaise with the provincial ICTO and SITA for network speed upgrade requirements of the departmental sites. Manage, troubleshoot performance of network infrastructure. Install, setup, configure and monitor local area network (LAN). Oversee and provide project management of cabling contractors and perform quality management in all the sites for handover. Develop network diagrams for all departmental sites. Administer firewall and proxy server to filter internet connectivity to the department. Implement network security, including configuring firewalls, applying cryptography to network applications, managing host security and file permissions. Ensure that ICT policy is adhered to by implementing control measures on the network. Install and configure switches for the department.

**ENQUIRIES**: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/175**

**SALARY** : R257 508 - R303 339 per annum (Level 07)

**CENTRE** : Scholar Transport: Chris Hani


**DUTIES** : Monitor implementation of scholar transport programme Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD’s submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate impact of scholar transport to the academic performance of those learners contracted to scholar transport. Evaluate the impact of scholar transport towards economic development within the district. Produce evaluation report for head office consideration.

**ENQUIRIES** : can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/176**

**SALARY** : R257 508 - R303 339 per annum (Level 07)

**CENTRE** : Scholar Transport: Amathole

**REQUIREMENTS** : Standard 10/ Grade 12 plus an appropriate NQF level 7 qualification as recognized by SAQA in Public Relations/Public Administration with 1-2 years’ experience in Public Administration/Public Relations. Competencies and Knowledge: Conflict Resolution. Information Management. Relationship Management. Report writing skills.

**DUTIES** : Coordinate and conduct stakeholder engagement sessions Organize stakeholder engagement sessions for the district. Promote sound working relationship between scholar transport and its stakeholders. Develop a database of all scholar transport stakeholders. Record and administer information received from stakeholder engagement sessions and ensure that it is properly kept. Disseminate information to all stakeholders within the district about any developments or changes in the programme. Conduct mediation, conflict and dispute resolution services Identify risks that are likely to interfere with the smooth running of transportation of learners in the district. Hold meetings with parents, teachers and school governing bodies to discuss scholar transport concerns. Provide administrative support to the mediation process taking place to resolve conflicts and disputes between scholar transport stakeholders.

**ENQUIRIES** : can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/177**

**SALARY** : R173 703 – R204 612 per annum (Level 05)

**CENTRE** : Sarah Baartman

**REQUIREMENTS** : A grade 12 certificate or NQF Level 4 with No experience. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data,
operate computer and collate financial statistics. Knowledge of basic financial operating systems (PERSAL, BAS Logis).


**ENQUIRIES**: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/178**: PRINCIPAL DRIVER/OPERATOR

**SALARY** : R173 703 – R204 612 per annum (Level 05)

**CENTRE** : OR Tambo Ref No: DOT 21/11/2019 (X16 Posts)
Joe Gqabi Ref No: DOT 22/11/2019 (X5 Posts)
Amathole Ref No: DOT 23/11/2019 (X12 Posts)
Alfred Nzo Ref No: DOT 24/11/2019 (X5 Posts)
Sarah Baartman Ref No: DOT 25/11/2019 (X14 Posts)

**REQUIREMENTS** : G r 12/ (NQF 4), (Grade 10 certificate or equivalent) Driver’s license (A minimum of Code 8, 10 &14) PRDP and practical test. Five (5) years’ driving experience. Knowledge: Job Knowledge. Communication. Interpersonal Relations. Flexibility.

**DUTIES**: Support road construction and/or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff training and development opportunities. Ensure timely development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the team. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

**POST 42/179**: REGISRTY CLERK REF NO: DOT 31/11/2019 (X2 POSTS)

**SALARY** : R173 703 – R204 612 per annum (Level 05)

**CENTRE** : Head Office

**REQUIREMENTS** : A grade 12/NQF Level 4 certificate. No experience. Knowledge competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills competencies: Computer skills. Interpersonal relations. Communication skills (Verbal & written). Planning and organisation.

**DUTIES**: Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked Process documents for archiving and/ or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458.

POST 42/180: DRIVER/OPERATOR

SALARY: R145 281 – R171 138 per annum (Level 04)

CENTRE:
- OR Tambo Ref No: DOT 26/11/2019 (X13 Posts)
- Joe Gqabi Ref No: DOT 27/11/2019 (X4 Posts)
- Amathole Ref No: DOT 28/11/2019 (X7 Posts)
- Alfred Nzo Ref No: DOT 29/11/2019 (X7 Posts)
- Sarah Baartman (Ref No: DOT 30/11/2019 (X16 Posts)

REQUIREMENTS:
- NQF level 3 (Grade 10 certificate or equivalent). Driver’s license (A minimum of Code 10) C1PRDP and practical test. Five (5) years’ driving experience. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts. Skills: Communication. Ability to read and write. Good eyesight.

DUTIES:
- Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).

ENQUIRIES: can be directed to Mr M. Ngcobo at Tel No: (043) 604 7458