

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration Enquiries: Mr T Dimbaza (040 608 6200).
- FOR ATTENTION** : Mr T Dimbaza Tel No: (040) 608 6200
- CLOSING DATE** : 20 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 POST**
- POST 44/52** : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: ECDOE 01/11/2019**
(9-month contract post)
- SALARY** : R473 820 – R1 148,828.per annum (OSD)
- REQUIREMENTS** : A Senior Certificate, an LLB. Post graduate qualification specialising in child law/education law, alternatively 5 years demonstrable experience in education law. At least 8 years' appropriate post qualification advisory/litigation experience. Admission as an Attorney/Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential.
- DUTIES** : To render legal advisory services to the Department of Education (Eastern Cape Province) related to legal and policy compliance, 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. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors 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** : Mr E Scheun Tel No: (043) 702 7459

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.
Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply.
Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Should be directed to: The Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605 Hand Delivery: Phalo House, Phalo Avenue, Bhisho
- CLOSING DATE** : 20 December
- FOR ATTENTION** : Mr T. Gantsho
- 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 short listed 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.

MANAGEMENT ECHELON

- POST 44/53** : **DIRECTOR: PUBLIC ENTITY FINANCIAL OVERSIGHT REF.NO: DEDEA/2019/10/01**
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum (Level 13)
Head Office
- : A Senior Certificate, plus an appropriate relevant NQF Level 7 or equivalent qualification majoring in Economics/Accounting/Business Management/ Financial Management Sciences as recognized by SAQA. In addition, five years' relevant experience at middle/senior management level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage.
- DUTIES** : Provide specialized technical services enabling the executive management structures of the department to oversee and manage the equity interest portfolio and the contingent liability exposure of the department's Public Entities. Develop and maintain sustainable financial models for the department's Public Entities. Develop and maintain a Capital Structure Framework for the Department's Public Entities. Provide specialized technical support to the department's executive management structures to enhance public entity shareholder value. Develop, coordinate and facilitate implementation of a revenue enhancement strategy for public entities. Coordinate and monitor implementation of sustainable incentive programmes and/or packages for identified Special Economic Zones. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091.
- NOTE** : Preference will be given to a female/PWD

OTHER POSTS

- POST 44/54** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF.NO: DEDEA/2019/10/02**
- SALARY** : R733 257 – R863 748 per annum (Level 11)

<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification majoring in Accounting as recognized by SAQA plus a minimum of two (2) years post SAICA Articles experience in an accrual financial management environment. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage
<u>DUTIES</u>	:	Provide technical assistance with the development and maintenance of the GFMS's financial management system in line with legislative, treasury and GRAP standards. Manage reporting and accounts management. Manage and oversee the maintenance of the GFMS financial management information system. Preparation of quarterly and annual financial statements. Manage and coordinate the planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Supervise the allocated resources of the Sub-Unit in line with legislative and GFMS policy directives and ensure compliance with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091.
<u>POST 44/55</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF.NO: DEDEA/2019/10/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 – R863 748 per annum (Level 11)
	:	Head Office
	:	A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification majoring in Financial Management as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage
<u>DUTIES</u>	:	To support the Director: Financial Accounting in managing the provision of fast, accurate financial accounting and reporting processes of the Department. Preparation of monthly, quarterly and annual financial statements including related notes and disclosures relating to the Department. Collect, analyze and interpret financial data to provide that financial management information for decision making, provide timely, relevant and reliable accounting and financial information and responses to relevant stakeholders. Ensure that all supporting working documents are prepared in accordance to the relevant Treasury Guidelines, frameworks and statutory requirements.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<u>POST 44/56</u>	:	<u>DEPUTY DIRECTOR: MONITORING, EVALUATION & REPORTING REF.NO: DEDEA/2019/10/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 – R863 748 per annum (Level 11)
	:	Head Office
	:	An undergraduate qualification (NQF 6/7) or equivalent qualification in Public/Business Administration/Management as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage.
<u>DUTIES</u>	:	Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plans, framework and divisional operational plans. Analyze and assess strategic and annual performance plans and ensure the correct alignment, thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Coordinate the Departmental evaluation mechanism for strategic and operational programmes. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Assist in the development and implementation of best practice planning, monitoring and reporting systems and mechanisms. Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Monitor the implementation of performance guidelines and

frameworks and advise stakeholders accordingly. Coordinate the implementation of annual outcomes and impact reporting. Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitoring, and evaluation and reporting. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, to ensure a streamlined process. can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

ENQUIRIES :

POST 44/57 :

DEPUTY DIRECTOR: INTERNAL AUDIT REF.NO: DEDEA/2019/10/05

SALARY CENTRE :

R733 257 – R863 748 per annum (Level 11)
Head Office

REQUIREMENTS :

A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification majoring in Internal Auditing as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Possession of either one or more professional certificates: Certified Internal Auditor (CIA), Performing an Effective Quality Assessment (PEQA), Certified Government Auditing Professional (CGAP) and Certification in Professional Control Self-Assessment (CCSA) and possession of a Post graduate qualification in a related field will be an added advantage.

DUTIES :

Development of strategic and annual operational planning for the audit function. Participate in risk assessment process and attendance of risk management committee meetings. Assist in the effective management of the internal audit function. Ensure that the internal audit unit functions are in line with the International Standards for the Professional Practice of Internal Audit Charter. Manage the execution of assurance and consulting assignments as per internal audit plan. Ensure that engagement planning is undertaken informed by keys risk areas. Report and monitor implementation of agreed actions. Assist CAE in ensuring that internal audit budget is managed and variations between expenditure and budget are explained. Mentor and monitor performance of staff and promote technical development of staff (in service training).

ENQUIRIES :

can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/58 :

DEPUTY DIRECTOR: INTEGRATED STRATEGIC MANAGEMENT REF NO: DEDEA/2019/10/06

SALARY CENTRE :

R733 257 – R863 748 per annum (Level 11)
Head Office

REQUIREMENTS :

A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification in Public/Business Administration/Management as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage.

DUTIES :

Facilitate the development of the Departmental strategic plan, annual performance plan with performance indicators, annual targets and quarterly targets in accordance with statutory requirements. Facilitate the development of operational plans for business units in the Department. Ensure the organisational alignment of strategic goals and objectives into operational plans and performance agreements. Co-ordinate & evaluate inputs from various branches. Assess and review the strategic management processes. Facilitate the development and review of the Core Performance Indicators for the Sector. Facilitate the strategic planning sessions for the Department. Provide strategic planning support at Head Office and regional offices. Provide oversight and support the Department's Entities during the strategic planning process of Entities. Analyse information for strategic planning processes. Develop, maintain and update the strategic information portal for planning purposes. Prepare and submit the environmental scanning reports, which includes policy analysis and relevant Government policies. Assist with the reviewing of strategic areas within the Department. Attend to audit queries and implement action plans to address audit findings. Provide training and support to Head Office and Regional Offices on strategic business planning, government-wide planning and budgeting to ensure continuous improvement

		of performance information data and provide the necessary support to Branches.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<u>POST 44/59</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DEDEA/2019/10/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 – R863 748 per annum (Level 11) Head Office A Senior certificate, an undergraduate qualification (NQF 7) or equivalent qualification majoring in Social Work/Psychology/EAP as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Professional registration with a relevant body is a must. Post graduate qualification in a related field will be an added advantage.
<u>DUTIES</u>	:	Manage and supervise the provisioning, development and implementation of Employee Health & wellness programmes. Manage and supervise the provisioning, development and implementation of HIV and AIDS management programmes. Supervise the provisioning, development and implementation of health management programmes. Supervise the provisioning, development and implementation of occupational hygiene management programmes. Supervise the allocation of resources of the sub directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<u>POST 44/60</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: DEDEA/2019/10/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 – R863 748 per annum (Level 11) Head Office A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification in Organisational Development/Operations/Production Management/ Industrial Psychology/Management Services/Human Resource Management qualification as recognized by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and a certificate in Organizational design and Job Evaluation will be an added advantage.
<u>DUTIES</u>	:	Review and redesign departmental organisational structure: Manage the development of Organizational reviews and functional structure. Coordinate the development of service delivery model and business case for change. Provide strategic and technical advice on the alignment of departmental strategy with the organizational structure. Manage Persal establishment. Facilitate the processes of conducting a mandate analysis and compile diagnostic report. Develop and maintain functional Organisational structure. Develop and Consult on functional organisational structure with internal and external stakeholders in the department. Implement and maintain Persal post establishment. Conduct business processes mapping and develop standard operating procedures for the department: Manage and Coordinate Business Process and Change Management. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance/assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Coordinate and ensure implementation of Job Evaluation (JE): Manage and Coordinate all positions that are due for a job evaluation process. Manage job analysis and the capturing of data in the system. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation of results. Manage capturing of JE results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Manage the

implementation of Organisational change and transformation programmes:
Manage the promotion and facilitation of the implementation of Batho Pele Programmes and Customer Care.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/61 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDEA/2019/10/09**

SALARY CENTRE : R733 257 – R863 748 per annum (Level 11)
: Head Office

REQUIREMENTS : A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification majoring in Economics/Business Management/ Development Studies or equivalent qualification as recognised by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage.

DUTIES : Develop enterprise development instruments. Monitor evaluate and report on the sustainable impact of enterprise development policies, strategies, programmes and instruments. Provide technical advisory and support services to DEDEAT's implementing structures and agents. Provide technical support to establish partnerships to support enterprise development programmes, projects and instruments.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/62 : **DEPUTY DIRECTOR: DEMAND, ACQUISITION & LOGISTICS REF NO: DEDEA/2019/10/10**

SALARY CENTRE : R733 257 – R863 748 per annum (Level 11)
: Head Office

REQUIREMENTS : A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification in Supply Chain Management, Public Management, Business Management or equivalent qualification. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and Registration as a Member of Chartered Institute of Procurement and Supply (MCIPS) will be an added advantage. Will be an added advantage

DUTIES : Manage and maintain Demand Management, Acquisition Management, Logistics Services and Asset Management, Responsible for the development and implementation of the department strategic sourcing, conduct market analysis, Ensure effective quotation and bid management, Ensure the effective functioning of the bid committees; Manage Supply Chain Management function, facilitate monthly, quarterly and annual reporting on SCM related matters and procurement statistics; Ensure effective management, control over the safekeeping, utilization and maintenance of all assets including all leased assets; Assist in the development, implementation of disposal management strategy, policies and procedures; Develop and maintain acquisition, maintenance and disposal plan for asset; Provide effective people management.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/63 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (ENVIRONMENTAL MANAGEMENT) REF NO: DEDEA/2019/10/13**

SALARY CENTRE : R495 219 – R566 220 per annum (Grade A) (OSD)
: OR Tambo

REQUIREMENTS : A Senior certificate, 4 years' degree or equivalent qualification, appropriate Bachelor's Degree/Diploma in natural or environmental science fields. At least 6 years post qualification experience of which three years must include managerial experience and knowledge of environmental management. Competencies sought will include project management, financial management, communications skills and facilitation skills, environmental impact assessment management, understanding and knowledge of relevant environmental prescripts.

DUTIES : Co-ordinating Environmental Management sector in the region supervise policy implementation, regional planning, resource utilization and management. Coordination of regional administration, planning, budgeting, performance management and reporting. Provide line function support on

environmental planning and coordination; compliance & enforcement; environmental quality management (waste & air quality); biodiversity & coastal management and implementation of Environmental Empowerments Services and Facilitate project development and implementation to address environmental issues e.g. EPWP environmental sector. Supporting district and local municipalities on environmental management. Coordinate climate change planning, Integrate environmental sustainability into municipal & sector plans. Coordinate intergovernmental relations in the environmental sector. Supporting Departmental Senior Management, representing the Chief Director, HOD & MEC as delegated.

- ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
- POST 44/64** : **CONTROL ENVIRONMENTAL OFFICER: COMPLIANCE & ENFORCEMENT REF NO: DEDEA/2019/10/14**
- SALARY** : R495 219 – R566 220 per annum (OSD)
CENTRE : Sarah Baartman Region
REQUIREMENTS : A Senior Certificate, plus an appropriate relevant NQF level 7 qualification in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 2 -3 years' relevant experience. Post graduate qualification will be an added advantage.
- DUTIES** : Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.
- ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
- POST 44/65** : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/15 (X2 POSTS)**
- SALARY** : R402 045 – R557 856 per Annum (OSD)
CENTRE : Sarah Baartman
REQUIREMENTS : A Senior Certificate, plus an appropriate relevant NQF level 7 qualification in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years' relevant experience. Post graduate qualification will be an added advantage.
- DUTIES** : Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.
- ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
- POST 44/66** : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/16**
- SALARY** : R402 045 – R557 856 per annum (OSD)
CENTRE : Joe Gqabi
REQUIREMENTS : A Senior Certificate, plus an appropriate NQF level 7 qualification in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years' relevant experience. Post graduate qualification will be an added advantage
- DUTIES** : Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.
- ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
- POST 44/67** : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/17**
- SALARY** : R402 045 – R557 856 per Annum (OSD)
CENTRE : OR Tambo
REQUIREMENTS : A Senior Certificate, plus an appropriate relevant NQF level 7 qualification in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years' relevant experience. Post graduate qualification will be an added advantage.

DUTIES : Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/68 : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/18**

SALARY CENTRE REQUIREMENTS : R402 045 – R557 856 per annum (OSD)
: Alfred Nzo
: A Senior Certificate, Plus an Appropriate Relevant NQF Level 7+8 (Honours) in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years' relevant experience. Post graduate qualification will be an added advantage.

DUTIES : Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/69 : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT REF NO: DEDEA/2019/10/19**

SALARY CENTRE REQUIREMENTS : R402 045 – R557 856 per annum (OSD)
: Chris Hani
: A Senior Certificate, plus an appropriate relevant NQF Level 7+8 (Honours) in Natural Science or any other related Environmental qualification as recognized by SAQA. In addition, 1 -2 years' relevant experience. Post graduate qualification will be an added advantage.

DUTIES : Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/70 : **ASSISTANT MANAGER: COMPLIANCE & RISK MANAGEMENT REF NO: DEDEA/2019/10/11**

SALARY CENTRE REQUIREMENTS : R376 596 – R443 601 per annum (Level 09)
: Head Office
: A Senior Certificate, an Undergraduate qualification (NQF 6/7) or equivalent qualification in Accounting/Risk Management/Auditing or any related equivalent qualification. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and related Professional registration will be an added advantage.

DUTIES : Provide technical assistance with the development of and facilitate processes to ensure the implementation of compliance and risk management policy instruments. Implement compliance monitoring and risk management function. Coordination of risk management committees. Conduct education and awareness campaign on compliance and risk management. Conduct compliance and risk assessment and development of risk registers. Development of risk implementation plans and monitoring thereof.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/71 : **ASSISTANT MANAGER: LOSS CONTROL AND ANTI-CORRUPTION REF NO: DEDEAT/2019/10/12**

SALARY CENTRE REQUIREMENTS : R376 596 – R443 601 per Annum (Level 09)
: Head Office
: A Senior certificate, an undergraduate qualification (NQF 6/7) or equivalent qualification in Ethics or Integrity Management or law qualification or any other related field as recognised by SAQA. In addition, five years' relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage.

<u>DUTIES</u>	:	Provide technical assistance with the development of and facilitate processes to ensure the implementation of Loss control, Ethics, Anti-fraud and Corruption policy instruments, provide technical assistance with the development of and facilitate processes to ensure the implementation anti-corruption strategies, Investigate instances of loss, fraud, corruption and unethical behaviour in the department. Conduct fraud and ethics risk assessment and development of risk registers. Development of risk implementation plans and monitoring thereof.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<u>POST 44/72</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: DEDEA/2019/10/20 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 5: R373 389 – R480 921 per annum appropriated salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Senior certificate, a law degree (NQF level 7) qualification majoring in Legal practice or any other related qualification as recognized by SAQA. In addition, 3 years' relevant experience of which 1 year must be a supervisory experience. Admission as an Attorney/Advocate will serve as an advantage.
<u>DUTIES</u>	:	Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support services. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<u>POST 44/73</u>	:	<u>INTERNAL AUDITOR REF NO: DEDEA/2019/10/21 (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Senior certificate A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification in Internal Auditing as recognized by SAQA. In addition, 1-2 years working experience in relevant field. Relevant professional registration will be an added advantage
<u>DUTIES</u>	:	Contribute to the development of strategic audit plans. Participate in the identification of the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist the Accounting Officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Participate in the development of proposals to determine the scope of allocated internal audit engagements. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Progress report against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the Internal Audit Environment
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
<u>POST 44/74</u>	:	<u>NETWORK CONTROLLER – ITM & AUTOMATION REF NO: DEDEA/2019/10/22</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Senior certificate, A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification as recognised by SAQA in Information Technology/Systems. Minimum of one years' experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Working knowledge of Windows systems like Windows 7, 8 & 10, Office 2010, 2013 and 2016 Operating systems. Knowledge of server environment i.e. Windows Server 2012 & 2016, Exchange 2016 operating systems. A valid driver's license required.
<u>DUTIES</u>	:	To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating

systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

POST 44/75 : **NETWORK CONTROLLER – ITM & AUTOMATION REF NO: DEDEA/2019/10/23**

SALARY CENTRE REQUIREMENTS : R257 508 – R303 339 per annum (Level 07)
: Amathole
: A Senior certificate, A National Diploma (NQF level 6)/Degree (NQF level 7) qualification as recognised by SAQA in Information Technology/Systems. Minimum of one years' experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Working knowledge of Windows systems like Windows 7, 8 & 10, Office 2010, 2013 and 2016 Operating systems. Knowledge of server environment i.e. Windows Server 2012 & 2016, Exchange 2016 operating systems. A valid driver's license required.

DUTIES : To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.

ENQUIRIES : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

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. Enquiries: Mr. L Van Zuydam/ Ms P Mwanda-Tali & Ms Nkonki on 040 609 6157 or 6403.

FOR ATTENTION : L Van Zuydam/S. Nkonki

CLOSING DATE : 20 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 44/76** : **HEAD OF DEPARTMENT: DEPARTMENT OF TRANSPORT REF NO: HOD-DOT 01/12/2019**
(Five – Year Performance Based Contract)
Re-advertisement those who had applied before may re-apply
- SALARY** : R1 978 533 – R2 228 820 per annum (Level 16) (Package: An all-inclusive remuneration)All-inclusive remuneration package of R1 978 533 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE REQUIREMENTS** : Head Office-King Williams Town
: A Senior Certificate, An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to transport systems; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a field related to transport systems; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the transport environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Some working knowledge of transport systems in a development-orientated environment and a good appreciation of multi-modal transport systems and the integration thereof with land use to ensure optimal mobility of people and goods in the Province of the Eastern Cape will give the candidate a definite edge. 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.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Transport and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. The provision of public transport services and infrastructure through provincial resources and cooperation with national and local authorities and the private sector to enhance the mobility of all communities. Integrated traffic management to enable and ensure that all road users consciously use the roads in the province in a lawful and safe manner. Delivery of accessible services through integrated, socially just, developmental and empowering processes to improve the quality of life of communities within the province through community development programmes. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Transport. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and

- decision making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
- ENQUIRIES** : Mr. L Van Zuydam/ Ms P Mwanda-Tali & Ms Nkonki on Tel No: (040) 609 6157 or 6403.
- POST 44/77** : **HEAD OF DEPARTMENT: DEPARTMENT OF SAFETY AND LIAISON REF NO: DSL 01/12/2019**
(Five – Year Performance Based Contract)
Re-advertisement those who had applied before may re-apply
- SALARY** : R1 521 591 - R1 714 074 per annum (Level 15) (An all-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE** : Head Office-King Williams Town
- REQUIREMENTS** : A Senior Certificate, An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to safety and security and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a safety and security related field .At least 8 to 10 years' relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the safety and security environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the safety and security sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. 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 shall be the Head of Department and Accounting Officer of the Department of Safety and Liaison and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensuring integrated intra and inter-departmental/sphere planning, collaboration and delivery of Safety and Security programmes and services, including Community Safety. Manage and coordinate the community safety mandate of the department on a provincial and district level. Provide Civilian Oversight to implement programmes outlined in the Provincial Crime Prevention Strategy (PCPS) through collaboration with all spheres of government and civil society. Provide Social Crime Prevention services. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Safety and Liaison. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision-making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
- ENQUIRIES** : Mr. L Van Zuydam/Ms P Mwanda-Tali & Ms Nkonki on Tel No: (040) 609 6157 or 6403.

DEPARTMENT OF PUBLIC WORKS

The Department of Roads and Public Works 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 Bhisho**, Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
Amathole Region (East London): Hand Delivery: Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana /Ms L. Magama Tel No: (043) 711 5772
OR Tambo Region (Mthatha): Hand Delivery: K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, MTHATHA, 5099 Enquiries Mr V. Sokhahleleka/Ms V. Potelwa Tel No: (047) 505 2767
Sarah Baartman Region (Port Elizabeth): Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel No: (041) 390 9032
- FOR ATTENTION** : Ms N.H Malgas
CLOSING DATE : 20 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 Department of Public Works welcomes people with disabilities and they may be given preference. All short listed 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.

OTHER POSTS

- POST 44/78** : **CHIEF ENGINEER - GRADE A (STRUCTURAL/CIVIL) REF NO: DPW 01/11/2019**
- SALARY** : R1 042 827 per annum (An all-inclusive remuneration package) (OSD)
CENTRE : Amathole Regional Office (East London)
REQUIREMENTS : A Senior Certificate an Engineering Degree (B Eng/BSC (Eng.) or relevant qualification in Mechanical Engineering. Six years post qualification experience as a registered Professional Engineer. A valid driver's license. Compulsory registration with ECSA as a Professional Engineer.
- DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and

across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 44/79 : **QUANTITY SURVEYOR: GRADE A (BUILDINGS) REF NO: DPW 02/11/2019**

SALARY : R898 569 per annum (An all-inclusive remuneration package) (OSD)

CENTRE : Amathole Regional Office (East London)

REQUIREMENTS : A Senior Certificate, A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor.

DUTIES : Perform quantity survey activities on buildings, structures or facilities: - Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 44/80 : **ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSAL REF NO: DPW 03/11/2019**

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : A Senior Certificate, A Bachelor's Degree/National Diploma in Real Estate/Property Valuation field with 4 years relevant experience in Property/Real Estate Management/ Property Valuations of which 3 years must be at a supervisory level or salary level 7/8. Must be registered with the South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a candidate Values or Professional Associated Valuer. A valid driver's license. Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 Of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self- motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Assist in the managerial and administrative functions related to Property/ Real Estate Management/ Property Valuations: Conduct valuation and inspections on various properties. Determine market rentals for state and privately Owned Properties and verify rentals for privately owned properties for lease purposes

by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practices by checking that the valuation has been done according Sound valuation principles and methods. Office administration: Participate in procurement processes for procurement of Private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfers. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. Research and development: Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations/property/real estate management. Assist in reviewing and contesting municipal valuation on state owned properties lodge objection where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer's profession in general. Conduct feasibility studies prepare options analysis reports, determine highest and best use of land and buildings and Viability studies on different types of investment properties; Conduct land administration and other real estate related research and compile comprehensive reports on properties for investment related purposes.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 44/81 : **ASSISTANT DIRECTOR: LEASES REF NO: DPW 04/11/2019**
Component: Property Management and Development

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Senior certificate, an undergraduate A B-degree or National Diploma in Property management/Property Studies/Public Administration/ Finance/Public Management/Project Management/Building or Construction. 4 years relevant experience in in the property management or property industry of which three years (3) must be at a supervisory level or salary level 7/8 in the property management or property industry. A valid code B driver's license. Knowledge And Skills: Knowledge and understanding of Government procurement systems and property legislation. Knowledge and understanding of leasing prescripts and processes– Good communication (verbal and written) skills, strong negotiation skills and leadership skills. Computer Literacy skills. Good organizational skills, filing and office management skills. People management skills and sound analytical, problem solving skills. Must be able to work independently as well as in a team. Able to work under pressure. Follow-up on decisions taken at meetings and ensure implementation. Good administrative and client liaison skills, Strong sense of responsibility, sense of urgency and able to give attention to detail.

DUTIES : Obtain cost effective hired office accommodation for Provincial Public Work's client departments according to the market trends. –Liaison with the landlords to ensure timeous payments of rental payments and services –Liaison with the Clients departments and landlords to ensure client needs are fulfilled. –Prepare submissions for further recommendation and approval by the SCM committees. –Ensure optimal utilization leased properties.–Ensure that weekly and monthly statistical reports are submitted timeously. Ensure effective communication between the landlord and the user departments relating all contract matters. Ensure effective and efficient contract management of all projects. Render guidance and or advice on project related matters. Supervise, develop and evaluate all staff that report to you.

ENQUIRIES : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

POST 44/82 : **SENIOR ADMIN OFFICER: LEASES REF NO: DPW 05/11/2019**
Component: Property Management and Development

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Senior Certificate, B-degree or National Diploma in Public Management/ Public Administration/Finance/Building or Construction qualification- A minimum of 3 years' experience in the property management or property industry. A valid code B driver's license. Knowledge And Skills: Knowledge and understanding of Government procurement systems and property legislation. Knowledge and understanding of leasing prescripts and processes. Good

- administrative and communication skills, Client liaison skills, organizational skills, computer literacy skills management and strong negotiation skills. – Sound analytical and problem solving skills. Able to function independently-unsupervised. Good reading and writing skills.
- DUTIES** : To assist in obtaining cost effective hired office accommodation for Provincial Public Work's client departments according to the market trends. –Liaison with the landlords to ensure client's needs are fulfilled. -Liaison with the Clients departments and landlords to ensure client satisfaction. –Prepare submission/s for the recommendations and approval of the bid committees –Ensure optimal utilization of leased properties. Ensure contract management of all projects assigned including the timeous payments of rentals and municipal services and document and records management. Follow-up on decisions taken at meetings and implement accordingly. Ensure Submission of all statistical weekly and monthly reports to the Head of the section. Render guidance and or advice on project related matters. Supervise, develop and evaluate all staff that report to you.
- ENQUIRIES** : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
- POST 44/83** : **PROJECT COORDINATOR: COMMUNITY DEVELOPMENT EPWP REF NO: DPW 06/11/2019 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: OR Tambo Regional Office (Mthatha)
: A Senior Certificate, Bachelor's Degree or National Diploma in Public Administration/Public Management/Development Studies/Project Management or Social Sciences. 3 years' relevant experience in Expanded Public Works. A valid driver's license and willingness to travel. Knowledge And Skills: Public Finance Management Act (PFMA); Public Service Regulations, EPWP Prescripts. Community Development, People Management, Process implementation, Programme and project coordination, Report writing and Presentation Skills.
- DUTIES** : Administer the creation of work opportunities by implementing EPWP flagship programme. Provide guidance in the creation of work opportunities in DPW projects. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Provide support to the Project Steering Committee (PSC) members and facilitate the training of the PSC. Monitor compliance of DPW projects to EPWP requirements. Provide support and supervision to subordinates. Manage performance and development of subordinates to ensure competent knowledge base for the continued success of the sub directorate.
- ENQUIRIES** : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
- POST 44/84** : **SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DPW 07/11/2019**
Sub-Component: Creditors Reconciliation
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: Sarah Baartman Region (Port Elizabeth)
: A Senior Certificate, Recognized Bachelor's Degree or National Diploma in Financial Management, Accounting, Taxation or Cost and Management Accounting with 3 years working experience in Financial Management environment in particular reference to Creditors Reconciliation Unit. Extensive knowledge and experience of BAS and Logis and Reapatala. Computer skills (MS Word, Excel, PowerPoint and Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Sound ability to communicate well both verbal and written, a sense of urgency and ability to work under pressure. Good interpersonal as well as customer skills. A valid driver's license.
- DUTIES** : Monitor and coordinate payment so creditors. Monitor and coordinate the Accrual Invoice Tracking Register and Supplier Statements. Ensure that accruals are cleared monthly. Monitor and coordinate the reconciliation and maintenance of Supplier Reconciliation files. Analyse statements from supplier. Draw reports on outstanding invoices. Liaise with suppliers and deal effectively with their queries. Supervise personnel. Prepare and submit monthly reports to the Assistant Director: Financial Administration.
- ENQUIRIES** : Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

<u>POST 44/85</u>	:	<u>ENGINEERING TECHNICIAN - GRADES A REF NO: DPW 08/11/2019 (X2 POSTS)</u> Buildings (Health Portfolio)
<u>SALARY</u>	:	R311 859 per annum
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A Senior certificate, Recognized recognised Bachelor's Degree/National Diploma in Mechanical Engineering or relevant qualification Three years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with Engineering Council South Africa (ECSA) as a Professional Engineering Technician Knowledge and Skills: Technical: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal Compliance. Technical report writing. Technical Consulting. Generic: Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising Change management People management
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
<u>POST 44/86</u>	:	<u>ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: DPW 09/11/2019</u> Component: Fixed Asset Management
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Amathole Regional Office (East London)
<u>REQUIREMENTS</u>	:	A Senior Certificate, A Bachelor's Degree/National Diploma in Public Management or Administration/Management/Real Estate/Facilities Management qualification with a minimum of 2 years' experience in the property field. A valid driver's license will be an added advantage. Knowledge And Skills: GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.
<u>DUTIES</u>	:	Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Assist in the compilation of U-AMPs. Organise client forum meetings.
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274
<u>POST 44/87</u>	:	<u>MESSENGER: OFFICE SERVICES REF NO: DPW 10/11/2019</u>
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	OR Tambo Regional Office (Mthatha)
<u>REQUIREMENTS</u>	:	A Grade 9/STD 7/ ABET Level 4 Certificate with one year relevant experience. Good communication skills, able to read write. Must be able to communicate with people. Good team player.
<u>DUTIES</u>	:	Collect and deliver mail and parcels inside the department. Collect and deliver mail at neighboring departments and outside the department. Sorting of mail and delivering of urgent mail.
<u>ENQUIRIES</u>	:	Ms S. Mdoda Tel No: (040) 602 4140 or Mr M.D Kwaza Tel No: (040) 602 4274

PROVINCIAL TREASURY

CLOSING DATE : 20 December 2019

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> 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. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Please Further Note: NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECPT EE Plan and to achieve equitable representation across race and gender. 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

MANAGEMENT ECHELON

POST 44/88 : **CHIEF DIRECTOR: PROJECT MANAGEMENT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT: REF NO: PT 01/12/2019**
(Fixed Term of 12 Months Contract)

SALARY : R1 251 183 per annum (Level 14) (An all-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS : A senior certificate plus an appropriate Three-year Degree (NQF level 7) in Commerce/Financial Management/Finance Accounting/Public Finance and/or related qualification coupled with Minimum 5 years' experience work experience at Senior Management level in financial management in a health environment and with at least 2 years' experience as a project manager for a similar project. NQF Level 8 in Public Administration will be and added advantage.

DUTIES : To Oversee, Support And Manage The Project: To provide strategic and project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18(2) (g) intervention in the DOH. Develop the concept and approach for monitoring the progress and successful completion of the project deliverables. Ensure that project status, issues and successes are communicated to project team, stakeholders, and all levels of management and documented appropriately. Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Coordinate meetings with DOH, OTP and PT Task Team members. Ensure monthly and quarterly

progress reports are made to all relevant stakeholders, including EXCO. Provide recommendations and advice on project milestones to be implemented by DOH, OTP and PT as part of the deliverables of the project. Serve as a central point of contact between the PT and the various internal and external stakeholders of the project. Oversee And Manage the Resources to Be Deployed in Implementing S18 (2) (G): Manage the human resources that have been deployed in the Management of Medico Legal Claims Project. Ensure that the deployed human resources are aware of their roles and responsibilities within the project, the milestones, expected deliverables and timeframes. Manage the performance of the deployed human resources. Manage Area Of Responsibility: 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 timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets
B Ndayi Tel No: (040) 1010 072/71

ENQUIRIES

POST 44/89

**DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT):
MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT REF NO: PT
02/12/2019**
(Fixed Term of 12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

R1 057 326 per annum (Level 13) (An all-inclusive remuneration)
Head Office
A senior certificate plus an appropriate Three-year Degree (NQF level 7) Degree in Computer Science/Information Technology or any related field, coupled with Minimum 5 years' experience work experience at middle management level Deputy Director level) in IT and with at least 2 years' experience with ICT Systems, Network Management, Web design /Programming.

DUTIES

Render Advisory Services on Project Ict Needs and Requirements: TO provide ICT project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18(2) (g) intervention in the DOH. Manage and review existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment for the Project. Perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Ensure data integrity of the cases or events that have been captured onto the Case Management IT system. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Ensure ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. Manage Area Of Responsibility: Manage the performance of the deployed human resources. 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 timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

B Ndayi Tel No: (040) 1010 072/71

POST 44/90 : **DIRECTORS: FINANCIAL MANAGEMENT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT: REF NO: PT 03/12/2019 (X3 POSTS)**
(Fixed Term of 12 Months Contract)

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

REQUIREMENTS : A senior certificate plus an appropriate Three-year Degree (NQF level 7) Degree in Financial Accounting/Financial Management/Public Finance/Accounting coupled with Minimum 5 years' experience work experience at middle management level (Deputy Director Level) in financial management. A minimum of 2 years' experience working with BAS/ LOGIS will be and added advantage

DUTIES : Manage The Provisioning of Financial Administration and Payment Services for the Project: To provide financial management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18(2) (g) intervention in the DOH. To provide effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Ensure implementation of approved and signed Delegations of Authority. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure accuracy, completeness and validity of financial reporting on the project milestones and deliverables. Verify and validate the accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Verify and authorise the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Support the project stakeholders' communication and information sharing through the use of financial management information. Participate in meetings with DOH, OTP and PT Task Team members. Ensure financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO Manage Area of Responsibility: Manage the performance of the deployed human resources. 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 timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.
ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71

POST 44/91 : **DIRECTOR: FINANCIAL MANAGEMENT SPECIALIST REF NO: PT 04/12/2019**
(Fixed Term of 12 Months Contract)

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

REQUIREMENTS : A Three Year Degree in Finance/Auditing (qualification at NQF level 7) with extensive knowledge and experience in an accounting environment at least 5 years' experience at a middle management (Deputy Director Level). A Certified Chartered Accountant (SA) qualification or equivalent postgraduate degree in Finance and Auditing as well as active membership in professional bodies like SAICA, etc., coupled with extensive Public Sector Financial Management experience will be an added advantage

DUTIES : The incumbent will be supporting the Chief Financial Officer (and in some instances act as Chief Financial Officer) in sector departments, public entities, and Provincial Treasury Programmes, covering amongst others: 1) Developing and executing financial management and business support strategy on the entity, based on the mandate and in line with the requirements of the Public Finance Management Act (PFMA); 2) Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; 3) Provide leadership for effective and sustainable management of the entity's finance function having due regard of stakeholder requirements; 4) Ensure alignment of functions and business processes as well as

acquisitions and utilization of appropriate systems and solutions within Business support functions; 5) Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; 6) Ensure that the entity's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; 7) Oversee the implementation of the budgetary controls and ensuring effective internal control systems in the accounting and reporting cycles; 8) Oversee the implementation of the Supply Chain and Asset Management systems, both in Provincial Treasury and Departments

ENQUIRIES

: B Ndayi Tel No: (040) 1010 072/71

OTHER POSTS

POST 44/92

: **PROJECT MANAGER: PERSAL CENTRALISATION REF NO: PT 05/12/2019**
(Fixed Term of 12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R733 257 per annum (Level 11) (An all-inclusive remuneration)
: Head Office
: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Management/Human Resource Management or any related field coupled with Minimum 5 of years' experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service

DUTIES

: Manage authorisation of appointments: Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG's office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. Develop Policies, Procedures and Strategies for the management of authorization of appointments: Develop SOP for Authorisation of appointment. Development. of procedure manuals. Development of guidelines/templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. Preparation and presentation of Reports and statistics to the management: Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports.

ENQUIRIES

: B Ndayi Tel No: (040) 1010 072/71

POST 44/93

: **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT REF NO: PT 06/12/2019**
(Fixed Term of 12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R376 596per annum (Level 09) (An all-inclusive remuneration)
: Head Office
: A Three-year Degree (NQF level 7) in Financial Accounting/Financial Management/Public Finance/Accounting coupled with Minimum 3 years' work experience at the level of an Officer (Level 7 or 8) in financial management and with at least 2 years' experience working with BAS/LOGIS.

DUTIES

: Assist In the Managing the Provisioning of Financial Administration and Payment Services for the Project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Assist in the verification of the supporting documentation

attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.
B Ndayi Tel No: (040) 1010 072/71

ENQUIRIES :

POST 44/94 : **ASSISTANT DIRECTOR: CASE MANAGER: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT REF NO: PT 07/12/2019**
(Fixed Term of 12 Months Contract)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09) (An all-inclusive remuneration)
: Head Office
: A Three-year Degree (NQF level 7) Degree in Computer Science/Information Technology or any related field, coupled with Minimum 3 years' work experience at level of an Officer (Level 7 or higher) in IT and with at least 2 years working in ICT systems/Network Management/Web design/Programming.

DUTIES : Assist In the Managing the Provisioning of Financial Administration and Payment Services for the Project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71

POST 44/95 : **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT: REF NO: PT 08/12/2019**
(Fixed Term of 12 Months Contract)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09) (An all-inclusive remuneration)
: Head Office
: A Three-year Degree (NQF level 7) Degree in Computer Science/Information Technology or any related field, coupled with Minimum 3 years' work experience at level of an Officer (Level 7 or higher) in IT and with at least 2 years working in ICT systems/Network Management/Web design/Programming.

DUTIES : Assist In the Rendering of Advisory Services on Project Ict Needs and Requirements: Assist in the management and review of existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Assist in ensuring the establishment of a detailed program specification through engagements with users. Assist in the management of applications deployment for the Project. Assist in perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Assist in supporting the project stakeholders' communication and information sharing through the use of ICT. Assist in ensuring ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO

ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71

POST 44/96 : **ASSISTANT DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE: O.R. TAMBO DISTRICT REF NO: PT 09/12/2019**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09) (An all-inclusive remuneration)
: Mthatha
: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Financial Management/Financial

Accounting or related field coupled with Minimum of 3 years' experience in Finance or related field as an officer at the minimum of salary Level 7 or equivalent. Level. Previous experience in monitoring or working in Municipal environment is essential in the field of the Municipal Budget environment.

DUTIES

: Assist In the Technical Hands-On Support on Budget Planning and Implementation: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations and Municipal Standard Chart of Accounts. Assist in the assessment of tabled and adopted budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Conduct reconciliation on debt reports of district and follow up on disputed amounts. Monitor and follow up on the outstanding government debt owed to municipalities by government departments, assist in preparing consolidated reports for organs of state and other stakeholders. Assist in the monitoring of the roll over process of gazetted transfers from Government departments to municipalities as contained in the main and adjusted budgets. Collate and consolidate roll over applications received from municipalities. Prepare SDBIP assessment on approved SDBIP's of municipalities and assess the financial health and sustainability based on the Section 72 mid-year report submitted by the municipality and accordingly report. Assist Municipalities on Governance and Institutional Management, In Line With Mfma Requirements: Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in assessing and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Assist in Monitoring Compliance with Financial Assets and Liabilities and Revenue Management: Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility: 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and

management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71

POST 44/97 : **SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: PT 10/12/2019**

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08) (An all-inclusive remuneration)
: Head Office

: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognized university) in Financial Accounting/Financial Management/ Public Finance or any other related field coupled by minimum of 2 years' experience in Salary Administration environment at the minimum of salary Level 5. Extensive understanding of BAS and PERSAL systems. Copy of PERSAL certificate(s) must be attached.

DUTIES : Facilitate Payment of Salaries and Deductions of Payments to Third Parties: Recall salaries to avoid salary overpayment and also to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month Investigate unidentified debt deductions. Facilitate Clearance And Reconciliation Of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances monitored to ensure that they become zero at month end and year end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel Allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards/legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance of the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.

ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71

POST 44/98 : **PERSAL APPOINTMENT AUTHORISERS: PERSAL CENTRALISATION REF NO: PT 11/12/2019 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07) (An all-inclusive)
: Head Office

: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Admin/Public Management/Finance/IT with 2 years' experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached.

DUTIES : Support Departments with the Implementation of Appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. Confirm Availability Of Funds For Appointments: Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize Appointments On Persal System: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. Render administrative support services on compilation of statistics: Compile and submit weekly statistics of all authorized and rejected appointments NB: Preference will be given to Colored Male/ African Male/ White Male and People with disabilities

ENQUIRIES : B Ndayi Tel No: (040) 1010 072/71