The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

APPLICATIONS: The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, Hand delivered applications will be received at Foyer at Tyamzashe Building.

FOR ATTENTION: Mr S. Meligana at 040-940 7079/ 7080/7077

CLOSING DATE: 14 February 2020

NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or 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 licenses (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signature. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Shortlisted candidates may 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. All shortlisted candidates will be required to undergo pre-employment screening. All Senior Management Service appointments are subject to competency assessment, security vetting and technical exercise that intends to test relevant technical elements of the job. Successful candidates will be required to enter into a performance agreement and will disclose his/her financial interest. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. All applications received after closing date will not be considered. No faxed/email applications will be accepted.

**DUTIES**

To promote, facilitate & coordinate integrated planning in municipalities aligned with Local, Provincial and National Planning. Provide for Spatial Planning and Land Management. Develop policy and standards, provide support and monitor implementation of SPLUM other pieces of legislation and capacitate planning institutions. Provide Spatial Planning information and environmental planning services. Provide integrated Spatial Planning support. Manage projects at Branch level. Provide programme management support. Provide service delivery coordination services across the three spheres of government. Develop the framework and guidelines for the Community Based Planning Framework. Coordinate the formulation and implementation of strategic objectives to enable the Chief Directorate to successfully fulfil its core functions in relation to Spatial Planning, Land Survey and Property Valuations. Co-ordinate the development and implementation of policies and legislation relating to the Chief Directorate. Monitoring and report analysis of trends, evaluation, research skills and policy framework development. Co-ordinate the prioritisation and implementation of Municipal Projects funded under the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilisation of staff, promoting of sound labour relation and the appropriate utilisation of resources.

**ENQUIRIES**

can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

**POST 04/101**

**DIRECTOR: DISASTER MANAGEMENT REF NO: COGTA (02/01/2020)**

**SALARY**

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

**CENTRE**

Bhisho

**REQUIREMENTS**

A recognised 4-year degree (NQF level 7) in Disaster Management/Environmental Management/ Urban & Regional Planning or related field. A minimum of 5 years working experience at a middle/Senior Managerial level in Local Government field.

**DUTIES**

Responsible for efficient management of the Division, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the Division and ensure the formulation and implementation of strategic policies which will enable the division/administration to successfully fulfil its role in delivering services to the communities/clients. Manage the monitoring and facilitation of disaster management services. Manage the promotion of effective management of fire and emergency services. Manage the monitoring and evaluation of the implementation of disaster management, fire and emergency services as well as ensuring that funds transferred are used for the intended purpose. Ensuring the establishment of disaster centres within the province and availability of assets and facilities for the function. Ensure that good relations are maintained between the department SALGA and municipalities (i.e. MEC, Mayors, Councillor’s and employees etc.) Determine key performance standards for the division and implement monitoring mechanisms. Manages and monitor division budget and action plans managing and exercise overall control.
over all functions and personnel under his/her supervision, in order to determine if organisational goals are achieved and taking corrective actions. Managing of risk management indicators, quality assurance measures and transformation audits. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management within the division.

ENQUIRIES: can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

POST 04/102: DIRECTOR: BUDGET PLANNING REF NO: COGTA (03/01/2020)

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

DUTIES: Implement, monitor and review Departmental policies, procedures and processes related to Budget Planning and Management. Coordinate, review, analyse and quality assure financial supporting information for planning purposes. Manage, review and quality assure the budget preparation process. Manage roll-over, adjustment estimates, shifting of funds and virement processes. Provide advice and guidance to relevant role players on the use of forecasting methods and tools. Ensure compliance with GAAP and GRAP requirements. Analyse and interpret the requirement for monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action when required. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Coordinate the preparation and consultation for the MTEF budget process. Ensure appropriate regulatory reporting. Identify staff capacity needs and ensure training and development interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Provide strategic direction for budget planning and management within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

ENQUIRIES: can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

POST 04/103: DIRECTOR: MUNICIPAL SUPPORT AND PERFORMANCE MANAGEMENT REF NO: COGTA (04/01/2020)

SALARY: R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE: Bhisho
REQUIREMENTS: NQF Level 7 BSc / B-Tech in Civil Engineering / Build Environment Studies Qualification (NQF Level 7) is required. Professional registration with both ECSA (Engineering Council of South Africa) and SAPCMP (South African Council for the Project & Construction Management Profession) is required. Five (5) years’ experience in a middle management position and 5 years in the Senior Management will be added advantage. A valid code 08 driver’s license is compulsory. Competencies: Proven experience in project conception, planning, implementation and management. Proven stakeholder management experience including fundraising for project implementation. The applicant must have proven
experience in report writing, developing concept documents and general correspondence. Demonstrate ability and experience in developing budget to implement the Key Performance Areas of the Programme Management Unit. Proven presentation skills and ability to articulate government development programmes. Computer skills (with emphasis on Microsoft Word, Excel, Project and Power - point) are all mandatory.

**DUTIES**: Provide overall strategic direction to the Eastern Cape Programme Management Unit (PMU) office. Administer and programme manage the PMU’s PMSP (Provincial Municipal Support Programme) for implementation in municipalities. Coordinate and oversee the district based Programme Management Offices (PMOs) established in the 6 District Support Centres (DSC). Provide technical support on the development of district initiatives in support of the District Development Model. Provide infrastructure project planning, preparation and implementation support to municipalities. Provide access to infrastructure financing options by developing business cases in consultation with CoGTA, DBSA, other sector departments and PMU - PSC for submission to both public and private sector funders including National Treasury for funding. Ensure projects are executed on time, within budget and quality deliverables are achieved. Facilitate the process of conducting municipal capacity assessments in terms of Section 78 of the Municipal Systems Act of 2000. Facilitate the development and implementation of municipal integrated revenue management, enhancement and protection programmes. Develop, implement and maintain asset care programme within municipalities. Support the development and implementation of municipal plans targeting the development of local economies, small towns and townships. Facilitate access to mini grid for qualifying municipalities. Provide reports on the implementation of the programme to Municipal, Provincial and National Stakeholders in particular COGTA and DBSA.

**ENQUIRIES**: can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

**POST 04/104**: DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: COGTA (05/01/2020) (This is a re-advertisement. Candidates who previously applied are encouraged to re-apply)

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

**CENTRE** : Bhisho


**DUTIES**: Implement, monitor and review Departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental bank account. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Ensure the management of revenue collection and receipting. Perform month- end and year- end accounts closure process. Prepare quarterly and Annual Financial Statements and supporting working papers. Ensure the management of cash flow releases and reconciliations. Ensure management of creditors payments and reconciliation of accounts. Manage the allocated resources of the directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives. Manage receivables due to the Department, including the recording, collection, banking and write- off irrecoverable amounts. Manage
authorization and processing of salary payments, deductions and pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers of fruitless and wasteful expenditure. Manage all audit responses including the Auditor-General and Internal Audit. Identify staff capacity needs and ensure training and development interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

ENQUIRIES: can be directed to Mr S. Meligana at 040-940 7079/ 7080/7077

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Ground Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Vusumzi Booyse / M Mbangi/ Nomthandazo Xesha

CLOSING DATE: 14 February 2020

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 04/105: CHIEF DIRECTOR: SPECIALISED LITIGATION UNIT REF NO: OTP 01/01/2020

(Fixed Term Contract of 12 Months)

Purpose: To manage and coordinate medico-legal claims against the Department of Health.

SALARY: R1 251 183 per annum (Level 14)

CENTRE: Bhisho

REQUIREMENTS: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years’ appropriate post qualification litigation and advisory experience, of which 5 years must have been at a senior management level. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.

DUTIES: Monitor and coordinate the implementation of the medico-legal litigation management strategy. Manage and coordinate medico-legal litigation and
approved interventions. Build legal capacity within the Specialised Litigation Unit. Collect and monitor compliance with court orders. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Conduct research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/106: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: OTP 04/01/2020
Branch: Financial Management Services

SALARY: R1 057 326 per annum (Level 13) (All inclusive)
CENTRE: Bisho

DUTIES: Manage Demand, Acquisition, Contract Management and Asset management (including inventory and disposal) functions of the department. Implement and promote BEE and PPPFA policies. Manage the Department’s LOGIS system. Develop, maintain and implement Supply Chain Management (SCM) policy, asset management policy, cell phone policy, transport management policy, inventory policy, disposal strategy, SCM frameworks and develop procurement delegations.
Develop the implementation guidelines for all practice notes/instructions and circulars issued by the Treasuries. Coordinate and develop the Department’s procurement plan and maintain a record of bids awarded. Manage contracts awarded and ensure delivery of goods and services accordingly. Manage the acquisition, movement and disposal of assets, the physical verification of assets and reconciliation of assets and update the asset register, including the maintenance of the assets. Provide advice and guidance and assistance on SCM matters. Oversee the stock management system of die Department. Manage the Departmental fleet.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/107: DIRECTOR: MANAGEMENT ACCOUNTING REF NO: OTP 05/01/2020

SALARY: R1 057 326 per annum (Level 13)
CENTRE: Bisho

DUTIES: Ensure the provision of financial planning and advisory services: Manage the planning and compilation of the departmental MTEF budget. Manage the compilation the adjustment estimates and annual cash flow for the department. Manage the loading of budget structure and budget. Provide advice and guidance on budget planning to programmes. Ensure budget preparation process and budget monitoring: Manage the monitoring, controlling and reporting of the departmental cash flow. Manage the compilation of IYM reports for the department. Provide advice and guidance on budget to programmes. Ensure the provision of financial records, accounting and reporting services: Control the management and administration of departmental debt and liabilities. Manage the clearance and reconciliation of suspense accounts. Ensure management of reconciliation of the PMG bank account. Compile the Interim and Annual Financial Statements. Manage the safeguarding and storage of financial records. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions 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 that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248
POST 04/108: MEDICAL SPECIALIST (GR3): SPECIALISED LITIGATION UNIT REF NO: OTP 02/01/2020 (X2 POSTS)
Fixed Term Contract of 12 Months
Purpose: To review medical case records and produce medical opinions and advice on medico-legal claims against the Department of Health.

SALARY: R1 467 651 per annum (OSD)
CENTRE: East London/Bhisho
REQUIREMENTS: Senior Certificate, MBCHB. Registration with the HPCSA as a medical doctor. Ten (10) years in medical practice after registration with the HPCSA as Medical Specialist. Specialist qualification in obstetrics or paediatrics, or extensive general medical experience with the ability to interpret obstetric and neonatal care. Certificate in evidence based training will be an added advantage.
DUTIES: Clinically review medical records. Provide structured opinions and advice. To advise on steps to minimize adverse outcomes that lead to litigation. Provide clinical expertise within the clinical team; Manage the process of developing evidenced based reports in relation to particular medico-legal cases. Consult with and provide the State Attorney with written advice on medico-legal claims. Manage area of responsibility: Clinically review medical case records in the light of potential and real litigation with respect to allegations of negligence resulting in substantial harm to patients of the department of Health – and to give advice on the appropriate medical remedy in managing such potential and real claims. To provide advice in a structured manner, including the use of IT databases and template reports. To advise the Department on the steps that can be taken to minimize adverse outcomes that lead to litigation, the decrease exposure to litigation and to minimise the legal and administrative damages that accrue. Fully understand the medical and legal implications of medico-legal litigation so as to ensure the best possible support that the legal team can provide. Review all litigation case files, and update these files on a regular basis, in order to ensure pro-active management of medico-legal cases. Attend all pre-trial consultations with the State Attorney, advocates briefed on behalf of the department, witness and experts. After conclusion of a litigious matter, a risk analysis must be conducted and addressed to the relevant facility manager with a plan for long-term risk management strategy designed in consultation with clinical managers.

ENQUIRIES: can be directed to Vusumzi Booysen/MMbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/109: PRINCIPAL STATE LAW ADVISOR: SPECIALISED LITIGATION UNIT REF NO: OTP 03/01/2020
(Fixed Term Contract of 12 Months)
Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

SALARY: R1 285 158 per annum (OSD)
CENTRE: Bhisho
REQUIREMENTS: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years’ appropriate post qualification litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/arbitration processes.
DUTIES: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Chief Director: SLU by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of
ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/110: SENIOR STATE LAW ADVISOR: SPECIALISED LITIGATION UNIT REF NO: OTP 06/01/2020 (X3 POSTS) 
(Fixed Term Contract of 12 Months)
Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

SALARY: R983 019 per annum (OSD)
CENTRE: Bhisho/ Mthatha

REQUIREMENTS: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years’ appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes.

DUTIES: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. For officials of the directorate. Provide financial administration support services to the directorate: Monitor budget expenditure patterns as well as monthly projections of the directorate. Capture and update expenditure.
effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi /Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/111: STATE LAW ADVISOR: SPECIALISED LITIGATION UNIT LP8 REF NO: OTP 07/01/2020 (X4 POSTS) (Fixed Term Contract of 12 Months)

Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

SALARY: R899 016 per annum (OSD)
CENTRE: Bhisho/ Mthatha

REQUIREMENTS: Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years’ appropriate post qualification in litigation and advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/arbitration processes.

DUTIES: Manage all medico-legal litigation in the Province. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Director-General. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Assist in the review of the Specialised Litigation Unit’s performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit’s information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually.
Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

ENQUIRIES:
can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/112:
DEPUTY DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 09/01/2020
(Economic Development Cluster)
Re-advertisement

SALARY:
R869 007 per annum (Level 12)

CENTRE:
Bisho

REQUIREMENTS:

DUTIES:
Development of the integrated provincial medium and long term strategic plans and guide the implementation thereof: Develop and review the Provincial Development Plan (PDP) to guide long term planning in the province. Develop and review the 5 year implementation plan informed by global, continental, national and local sphere plans and frameworks. Collaborate with different spheres of government for the development of provincial and local plans, including the 5 year implementation plan so as to promote alignment. Coordinate the implementation of POA through the Cluster system. Coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Develop the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Coordinate sectoral macro planning and the adequate resourcing for the implementation thereof. Coordinate the development of provincial short term strategic plans and guide the implementation thereof: Coordinate and guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and compliance to planning frameworks. Coordinate and support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Manage the analysis of provincial and local plans. Draft the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Draft the analysis of IDPs to ensure alignment with government priorities and sectoral plans. Manage the allocated resources of the sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES:
can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/113:
DEPUTY DIRECTOR: INVESTIGATOR REF NO: OTP 08/01/2020 (X2 POSTS)
(Fixed Term Contract of 12 Months)
Purpose: To investigate all medico-legal claims against the Department of Health, and to determine the veracity thereof.

SALARY:
R733 257 per annum (Level 11)

CENTRE:
Bisho
**REQUIREMENTS**


**DUTIES**

Provide investigative support to the Office of the Premier: Render support in identifying, managing and facilitating the investigation of medico-legal claims reported to or identified by the Office of the Premier/Department of Health. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct investigations and liaise with Provincial Treasury, the Special Investigating Unit and the Directorate of Priority Crimes (Hawks). Prepare affidavits and evidence files and testify in civil and criminal cases. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, work plans and personal development plans (PDP’s) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

**ENQUIRIES**

can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

**POST 04/114**

ASSISTANT DIRECTOR: PROVINCIAL ANTI-CORRUPTION & ETHICS REF NO: OTP 11/01/2020
Re-advertisement

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

Bisho

**REQUIREMENTS**

Senior Certificate, (NQF level 7) in investigation or Public Management. Certified as an Ethics Officer and Certified Fraud Examiner will be an added advantage. The candidate must have three (3) years’ experience within Anti-Corruption/Risk Management, Ethics building and investigation environment at a supervisory level 7/8. Demonstrate knowledge of all the legislation pertaining to Anti-Corruption (Corrupt Activities Act, Financial Intelligence Act; Protected Disclosures Act; Promotion Access to Information Act; Promotion of Administrative Justice Act; Prevention of Organized Crime Act). Knowledge in Forensic investigation, Internal practices, Public Service Act and Public Service Regulation 2016.

**DUTIES**

Provide support in reporting on anti-corruption cases pertaining to financial mismanagement, fraud and corruption. Maintain a provincial case records management system. Assist with the coordination and implementation of fraud prevention plans, ethics management plans and the provincial anti-corruption action plan by departments. Assist with the implementation of the provincial ethics building and management programmes. Assist in conducting ethics audits and coordination of fraud risk assessments within provincial government.

**ENQUIRIES**

can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

**POST 04/115**

FILLING CLERKS: SPECIALISED LITIGATION UNIT REF NO: OTP 13/01/2020 (X3 POSTS)
(X3 POSTS)

Fixed Term Contract of 12 Months)

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Bisho
REQUIREMENTS: NQF Level 4, knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS).

DUTIES: Render an effective filing and record management service. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/116: DATA CAPTURERS: SPECIALISED LITIGATION UNIT REF NO: OTP 12/01/2020
(Fixed Term Contract of 12 Months)

SALARY: R145 281 per annum (Level 04)
CENTRE: Bisho
REQUIREMENTS: NQF level 4 or 5 (A grade 12 certificate or equivalent with experience in usage of Microsoft Office packages (Word, Excel, Access). Accurate capturing of data with a neat methodical approach. Ability to check work accurately, have communication (both written and oral) skills and interpersonal skills. This position requires somebody who is self-motivated, committed to meeting quality standards and has ability to work under pressure.

DUTIES: Capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components

ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248

POST 04/117: MESSENGER: SPECIALISED LITIGATION UNIT REF NO: OTP 14/01/2020
(Fixed Term Contract of 12 Months)

SALARY: R122 595 per annum (Level 03)
CENTRE: Bisho
REQUIREMENTS: ABET Level 4 or NQF Level 1-3 must have a Junior Certificate or equivalent qualification with no experience. Knowledge of the performance of messenger and delivery related functions. The performance of driver related functions. Must have a valid Code 8 driver's licence and PDP. Ability to work under pressure. Time management skills. Flexibility to work irregular hours. The successful candidate will be required to obtain a Secret Security Clearance.


ENQUIRIES: can be directed to Vusumzi Booysen/M Mbangi / Nomthandazo Xesha Tel No: 040 609 6249 /6248