ANNEXURE U

PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY

The Provincial Treasury 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:
Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

FOR ATTENTION: Ms Bonelwa Ndayi
CLOSING DATE: 21 February 2020

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) and 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 shortlisted candidates will be required to undergo competency assessments. All shortlisted 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 05/90:
DIRECTOR: PROVINCIAL MOVABLE AND IMMOVABLE ASSET MANAGEMENT
MANAGEMENT REF NO: PT 01/02/2020

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

Senior Certificate, A Three year degree (NQF level 7 as recognised by SAQA) in Commerce/Financial Management/Public Finance/Procurement and/or related field coupled with Minimum of seven (7) years’ relevant experience of which 5 years’ experience should be at a Middle Management (Deputy Director Level) /Senior Management level. 5 years’ Accounting and Auditing experience, including knowledge of Annual Financial Statements preparation. CA (SA) will be an added advantage.

**DUTIES**

Develop And Maintain Movable and Immovable Asset Management Policy, Norms and Standards: Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Develop and implement strategies to address gaps identified by assessment results. Monitor and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Assist with development and implementation of appropriate asset management policy. Manage the treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Manage the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Monitor and support the review and implementation of annual provincial GIAMA implementation plan by DRPW. Manage the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. Assist Provincial Departments with Asset Management Capacity Building. Conduct annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Conduct workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. 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. Preference will be given to African Female/Colored Female/White Female and People with disabilities.

**ENQUIRIES**

Ms B Ndayi Tel No: (040) 1010 072/071

**POST 05/91**

DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: PT 02/02/2020 (Fixed 12 Months Contract)

**SALARY**

R1 057 326 per annum (Level 13) (An all-inclusive remuneration)

**CENTRE**

Head Office

**REQUIREMENTS**

Senior Certificate, Bachelor degree (NQF Level 7) or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project/Building/Construction Management or Civil/Structural
Engineering. Minimum of 7 years’ relevant experience in management of infrastructure delivery programmes

**DUTIES**

To institutionalise infrastructure procurement planning, policy, norms and standards. To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) within procurement processes and related forward and backward linkages. To facilitate the institutionalisation of the Framework for Infrastructure Delivery & Procurement Management (FIDPM) within IDMS procurement processes. To develop infrastructure procurement strategies that address the socio-economic developmental targets in the Province. To manage monitoring and evaluation systems related to IDMS compliance in terms of the FIDPM stage gate approvals. To provide guidance for innovative procurement strategies (panel of service providers, period contracts, framework contracts, etc.). To review procurement strategies per programme/project with respect to delivery targets, project integration and efficiencies of scale. To manage the co-ordinated and co-opted SCM processes, including: tender adverts, quality review of proceedings from tender committees; tender awards; procurement timeframes; and, provide guidance to mitigate procurement delays. Ensure infrastructure procurement plans are credible. Monitor, evaluate and report on infrastructure procurement and major capital projects. Maintain a database of contract awards and blacklisting, and conduct continuous risk assessment of workload and performance from service providers. Provide contract management support to departments (variation orders, deviations, dispute resolution and contract execution). Support compliance with the CIDB standard for uniformity, LEDPF and SMME development. Manage relations with clients and provide project leadership. Develop, establish and manage procurement information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles. Preference will be given to African Female/Colored Female/White Female and People with disabilities

**ENQUIRIES**

Ms B Ndayi Tel No: (040) 1010 072/071

**OTHER POSTS**

**POST 05/92**

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT REF NO: PT 03/02/2020

**SALARY**

Senior Certificate, R733 257 per annum (Level 11) (An all-inclusive remuneration)

**CENTRE**

Head Office

**REQUIREMENTS**

Senior Certificate, A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Financial accounting plus Minimum of 5 years’ experience in Finance or related field of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

**DUTIES**

Provide Guidance And Assistance On The Technical Application Of Accounting Standards In Compliance With The Financial Reporting Framework As Required By The Municipal Finance Management ACT: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Roll out trainings, provide advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board for submission to the Director. Conduct selected municipal visits to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with
recommendation to improve compliance with the MFMA. Provide report to
the supervisor on the analysis and interpretation of Annual Financial
Statements to ascertain financial health of municipalities. Monitor mSCOA
Implementation Plans of municipalities against set timelines to improve
compliance with mSCOA Regulations to ensure alignment with GRAP
Standards and Business Processes. Assess, advise and monitor
municipalities with preparation of monthly, quarterly and annual financial
statements. Review the analysis of Consolidated Management Report to
identify common issues and for dissemination to municipalities and roll out
transversal support. Monitor and report on timeous submission of AFS for
each Municipality in the district as per the MFMA requirements. Direct, co-
ordinate and conduct research for the development of Position Papers, on
technical GRAP issues that affect the municipalities to provide clear
guidance, application and direction. Participate, in the Accounting Standards
Board, Public Sector Accounting Forums on the new/update on accounting
reforms. Coordinate, manage and provide a high-level review of AFS for
each municipality prior to submission for audit in order to minimise financial
misstatements errors. Conduct sessions and provide Financial Standard
Procedure Manuals relating to Accounting in consultation with National
Treasury. Guiding and advising stakeholders on accounting practice and
issues and compile documents/presentations for discussion on various
topics related accounting on various sessions. Respond to queries
raised on accounting issues by providing advice and technical assistance to
municipalities. To Provide Assistance, Support and Control Mechanism on
Issues of Compliance to Supply Chain Management (SCM), Asset
Management (AM): Develop Analytical Assessment Framework for SCM
and AM Standard Operating Procedures against the legislative, policy
frameworks to improve compliance within municipalities for submission to
the Director. Conduct analysis of municipal SCM policy against the SCM
Model Policy, legislation regulatory framework as well as National Treasury
policy and practice notes and against any determined assessment tool
ensuring that municipal SCM policy is aligned to current legislation and
policy frameworks for SCM. Designing and implementing SCM / moveable
asset management training Interventions to develop skill and capacity within
municipalities. Assessment of compliance of regulatory framework for
supply chain and moveable asset management. Monitoring that policy has
been tabled before the municipal council and report on approved SCM
Policy and assessment submitted to National Treasury. Conduct research
on queries/issues raised on SCM & AM through the help desk by
municipalities and prepare response on improving compliance for
submission to the Director. Conduct assessment on the functionality of Bid
Committees as per developed checklist and provide advice on gaps
identified. Participate in supplier open days and supplier developmental
initiatives. Monitor mSCOA Implementation Plans of municipalities against
set timelines to improve compliance with mSCOA Regulations to ensure
alignment with SCM/AM Regulations and Business Processes. Assess the
training needs as support/intervention for municipalities to improve
compliance to each district’s unique needs and submit inputs for risk based
training plan to the Director. Evaluate reports and conduct research to
improve integrity of data on the financial systems to assist in compliance
with SCM regulations. Conduct Budget assessment on the alignment of
Service Delivery Budget Implementation Plans with Procurement Plans &
Infrastructure Plans and provide report to the Director on the
recommendations to improve compliance with the MFMA. Monitor the
development and implementation of Contract Management by
municipalities. Coordinate the monitoring and support to municipalities on
the reduction of the Irregular Expenditure in the Province Monitor
Compliance with Financial Assets and Liabilities and Revenue
Management: Assist in monitoring financial asset management compliance
and compile a report. Assist with advisory services and commentary in
respect of Long Term Contracts, Disposal of assets, borrowing proposals,
Demarcation and the Establishment of municipal entities. Monitor and
facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report 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. Manage Area of Responsibility: Supervise and coordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate’s Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and Presenting Quarterly Operational Reports to the Relevant Key Stakeholders. Ensure The Implementation and Management of Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projection NB: Preference will be given to Coloured Female/ White Female and People with disabilities.

**ENQUIRIES**
Ms B Ndayi Tel No: (040) 1010 072/071.

**POST 05/93**
ADMIN OFFICER: PROVINCIAL SCM, MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT 04/02/2020

**SALARY**
R257 508 per annum (Level 07) (An all-inclusive remuneration)

**CENTRE**
Head Office

**REQUIREMENTS**
Senior Certificate, 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 Office Administration, Financial Management or any other related qualification coupled with Minimum of 2 years working relevant experience

**DUTIES**
Render Administrative Support Services To The Chief Directorate: Ensure effective flow of information and documents to and from the office of the Chief Director. Co-ordinate Chief Directorate reports:Progress Reports, Monthly Reports,Management Reports. Scrutinise routine submissions/reports and make notes for the Chief Director. Respond to enquiries received internal and from external stakeholders. Draft documents as required, Collect, analyse and collate information as requested. Coordinate travel arrangements for the Chief Directorate. Manage leave register for the Chief Directorate. Administer procurement of standard items (stationery & refreshments) for the Chief Directorate. Obtain necessary signatures on documents pertaining to the Chief Directorate. Provide Secretariat Support Services To The Chief Directorate: Collect and compile necessary documents for the Chief Directorate meetings.Record minutes and circulate to all relevant role players, and make follow-up on progress made.Prepare briefings notes for the Chief Director as required.Coordinates logistical arrangement for the Chief Directorate meetings. Provide Financial Administration Support Services For The Chief Directorate: Collect and coordinate all documents related to the Chief Directorates budget. Assist the Chief Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor
expenditure and alert the Chief Director of possible over – and under spending. Check and collate BAS reports, and ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Chief Director and compile memoranda for this purpose. NB: Preference will be given to Colored Male/African Male/White Male and People with disabilities.

ENQUIRIES

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department of Cooperative Governance and Traditional Affairs 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. Further succession planning and retention and attraction policies of the Department will be enforced.

APPLICATIONS

DEPUTY DIRECTOR: COMMUNITY DEV. FACILITATION

ENQUIRIES

Ms B Ndayi Tel No: (040) 1010 072/071

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APPLICATIONS

ENQUIRIES

Ms B Ndayi Tel No: (040) 1010 072/071

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APPLICATIONS

DEPUTY DIRECTOR: COMMUNITY DEV. FACILITATION

ENQUIRIES

Ms B Ndayi Tel No: (040) 1010 072/071

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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APPLICATIONS

DEPUTY DIRECTOR: COMMUNITY DEV. FACILITATION

ENQUIRIES

Ms B Ndayi Tel No: (040) 1010 072/071
POST 05/95

DEPUTY DIRECTOR: IGR

REF.NO: COGTA 02/01/2020

SALARY: R869 007 – R1 023 645 per annum (Level 12)

CENTRE: Joe Gqabi District Support centre

REQUIREMENTS:

Senior Certificate, (NQF level 7) in Public Management/Administration Planning or Development Management. Five (5) years’ experience at a junior management level. A valid Code 8 (EB) drivers licence. Competencies: Experience in an intergovernmental related environment at Assistant Director level or equivalent. Excellent computer skills in as far as MS Word, Excel and PowerPoint. Presentation, communication (verbal & written) and report writing skills.

DUTIES:

Promote and facilitate intergovernmental relations as well as municipal international relations (twinning arrangements). Monitor and Coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion of agreements/memoranda of understanding between municipalities, sector departments and other relevant stakeholders. Manage and coordinate district/regional intergovernmental structures. Ensure compliance with the Local Government Municipal Structures Act (Act No. 117 of 1998) and the Local Government Municipal Systems Act No. 32 of 2000). Facilitate the development, consolidation and submission of written reports. Responsible for efficient Management of the Sub Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

ENQUIRIES:

Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/96

CANDIDATE GIS PROFESSIONAL: SPATIAL PLANNING

REF.NO: COGTA 05/01/2020

SALARY: R797 670. per annum (OSD)

CENTRE: Bisho

REQUIREMENTS:

Senior Certificate, Diploma or Degree in Geographic Information System (Geomatics) Computer Sciences or equivalent as accredited by SAGI Registration as GIS Technician in accordance with the Geomatics Professions Act, 2013, (Act No 19 of 2013) with SAGI. Registration as GIS Technologist and post graduate qualification will be an added advantage. Valid driver’s license Code 08. Competencies: ArcGIS online experience. GPS Capturing. Have proven GIS skills, expertise and experience. Knowledge and experience of GIS application and database development.

DUTIES:

Provide technical support within Department and Municipalities (Sarah Baartman District Support Centre including its Local Municipalities. Acquisition and management of Spatial Information with reference to Sarah Baartman DSC including its Local Municipalities. Upload and publish information on to PSDF and update GIS website. Customisation of mapping production.

ENQUIRIES:

Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/97

DEPUTY DIRECTOR: ASSET MANAGEMENT

REF.NO: COGTA 03/01/2020

SALARY: R733 257 - R863 748 per annum (Level 11)

CENTRE: Bisho

REQUIREMENTS:

Senior Certificate, (NQF Level 7) in Public Finance/Management/Administration/Accounting/ Economics and Logistics or any other related field of qualification as recognised by SAQA and at least 5 years at junior management level of which 3 years in Asset & Fleet Management/ Finance role. Valid driver’s licence. Computer literacy programmes: MS word, MS Excel, PowerPoint, Outlook. Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, Asset

90

**DUTIES**
- Implement, monitor and review Departmental Asset and Fleet Management policies, procedures and processes. Responsible for procurement and management of Departmental assets and fleet. Ensure the management of Departmental assets through verification (physical condition, functionality, utilisation and financial performance). Monitor and review allocation of assets and fleet for the Department. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Oversee and review the monitoring of assets and fleet in accordance with the relevant policies and procedures. Monitor and review the capturing of all physical assets (moveable and immovable) assets in the physical asset management register. Manage disposal processes of the Department. 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 asset and fleet 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**
Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 03/98**
**DEPUTY DIRECTOR: STRATEGIC PLANNING AND RESEARCH REF.NO: COGTA (04/01/2020)**

**SALARY**
R733 257 – R863 748. per annum (Level 11)

**CENTRE**
Bhisho

**REQUIREMENTS**
- Senior Certificate, (NQF level 7) in Public Management/Project Management/ Programme Management. Five years’ experience at junior management level in Public Service of which three years must have been in strategic planning environment. Code EB Driver’s License. Competencies:

**DUTIES**
- Coordinate and facilitate strategic planning process within the department. Provision of technical strategic planning support throughout the department including the development of scientific tools, appropriate approaches, systems and formats for strategic alignment of the strategic planning documents with relevant legislation, policies and frame works. Development of strategic planning documents (Strategic Plan, Annual Performance Plan and Operational Plan) for the District Support Centres and the Department. Supervise the effective and efficient utilization of resources allocated to the directorate.

**ENQUIRIES**
Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/99**
**ASSISTANT DIRECTOR: DISASTER MANAGEMENT REF.NO: COGTA: 06/01/2020.**

**SALARY**
R470 040 – R553 677 per annum (level 10)

**CENTRE**
Amathole District Support Centre

91
REQUIREMENTS: Senior Certificate, (NQF Level 7) in Disaster Management Studies. 5 years experience at Supervisory Level in Disaster Management. Understanding of Information systems or GIS and knowledge of early warning systems will be an added advantage. Valid driver’s license Code 08.

DUTIES: To facilitate and oversee the sourcing and disseminate early warnings and related information inclusive of preventative and mitigate measures and strategies. Develop and implement SOP’s for sourcing and dissemination of alerts, advisories and early warnings. Develop and implement mechanisms and capacities needed to generate and disseminate timely and meaningful warning information of possible extreme events or disasters (e.g. Floods, drought, fire, earthquake and Tsunamis) that threatens people’s lives. Assist with the analysis risk factors associated to alerts, advisories & warnings to determine related effects & impact prior, during and post disaster incidents and emergencies. Collaborate with internal and external role- players to actively involve communities at risk (CARs), to create awareness, effectively disseminate messages and warnings to create a state constant preparedness. Facilitate and conduct research to continuously improve the development of technological instruments to enhance early warnings disseminations. Facilitate the establishment of partnerships for use of remote sensing technology and systems to enhance early warnings. Facilitate the development and assessment of risk profiles and mapping of high risk areas in the Province. Facilitate the mapping of high risk areas including proposed developments in the Province using relevant Geographic Information Systems (GIS). Collate hazards and disaster risk information and develop analytic report to inform early warnings and preparedness. Support the integration of risk and hazard maps and risk profiles into Provincial and Municipal development plans. Support the establishment and functionality of intergovernmental relations across the three spheres of government for early warnings. Facilitate process to establish working relations, communication links and information sharing platforms with disaster management role-players for the purpose of early warnings and information dissemination. Provide and support the operational efficiency of the DOC and tactical operations with GIS data and information as and when required. Advocate for the enhancement and advancement of early warning systems in various strategic and operational IGR structures.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/100: ASSISTANT DIRECTOR: MUNICIPAL FINANCE ASSISTANCE REF.NO: COGTA: 07/01/2020

SALARY: R470 040 – R553 677 per annum (level 10)

CENTRE: Alfred Nzo District


DUTIES: Monitor and assist municipalities on update of books of Accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection level. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/101: ASSISTANT DIRECTOR: LED/UD//SMALL TOWN REG) REF.NO: COGTA 08/01/2019

SALARY: R470 040 – R553 677 per annum (Level 10)

CENTRE: OR Tambo
**REQUIREMENTS**

**DUTIES**
Facilitate, coordinate and monitor the implementation of Public Employment Programmes (Community Work Programme and Expanded Works Programme). Facilitate, coordinate and monitor the implementation of Small Town Development Programme. Facilitate, coordinate and monitor the implementation of Integrated Urban Development Programme.

**ENQUIRIES**
Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/102**
ASSISTANT DIRECTOR: INTERGRATED DEVELOPMENT PLANNING (IDP) REF. NO: COGTA 09/01/2019

**SALARY**
R470 040 – R553 677 per annum (Level 10)

**CENTRE**
Sarah Baartman

**REQUIREMENTS**
Senior Certificate, (NQF Level 07) in Development Studies or Senior Policy Studies or Public Administration/Management plus three (3) years appropriate experience in the related field. Code 08 driver’s license. Computer Literacy. Core Competences: the prospective candidate will be characterised by service delivery innovation, client orientation and customer focus, people management and empowerment, financial and project management and knowledge management skills.

**DUTIES**
Promote, Facilitate, co-ordination, monitor and analyse the development process process of integrated development planning and plans of Sarah Baartman District Municipal area, Eastern Cape. Promote, Facilitate, co-ordinate, strengthen, monitor and analyse intergovernmental and interspheral development planning in Sarah Baartman District of the Eastern Cape. Promote, Facilitate, co-ordinate, strengthen, monitor the use and have the ability to interpret STATS information for the benefit of the Integrated Development Planning purpose. Responsibility for the administrative function within the Directorate i.e. submission of reports development and rendering of presentations, efficient management of human, physical and financial resources of the Directorate. Good communication skills and interpersonal relations as well as client and results oriented.

**ENQUIRIES**
Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/103**
ASSISTANT DIRECTOR: MUNICIPAL FINANCE ASSISTANCE REF. NO: COGTA: 10/01/2020

**SALARY**
R470 040 – R553 677 per annum (Level 10)

**CENTRE**
Joe Gqabi District

**REQUIREMENTS**

**DUTIES**
Monitor and assist municipalities on update of books of Accounts. Verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws. Collect and collate information on billing and collection level. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.

**ENQUIRIES**
Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
POST 05/104 : VALUER: VALUATION SERVICES REF.NO: COGTA 40/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R470 040 – R553 677 per annum (Level 10)
CENTRE : Bhisho
REQUIREMENTS : Senior Certificate An appropriate degree/diploma in Property Valuations supported by a minimum of one-year experience in the valuation environment. Registration or eligibility to register as a Professional Associated Valuer. Computer literacy, Microsoft Office Application, MS excel, Project and Powerpoint. Valid code 8 driver’s license. Eligible to register as a candidate valuer with the SACPVP and candidate value attended and pass practical work school programme.

DUTIES : Support and monitor the implementation of the Municipal Property Rates Act, 2004 as amended. Assist in the preparation of Directorate budget, annual performance and operational plans.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/105 : ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT REF.NO: COGTA 41/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R470 040 – R553 677 per annum (Level 10)
CENTRE : Alfred Nzo
REQUIREMENTS : Senior Certificate B. Degree An undergraduate qualification (NQF Level 7) in Public Management/ Social Sciences qualification. Three years' experience at supervisory level in the related field in the private/public sector, non – governmental or community based organisation. Computer Literacy (Microsoft Office Applications) Competencies: Full understanding of Local Government: Municipal Systems Act & other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal): interpersonal relation skills; ability to work under pressure; attention to details; analytical skills; presentation skill; meticulous planning and organizational skills. Excellent communication, including producing quality reports.

DUTIES : Responsible for supporting municipalities with institutionalisation of PMS i.e. development of PMS framework. Assist in the timely preliminary assessment of Sec 46 reports from municipalities. Assist in the assessment of Sec 46 reports for the purpose of the development of Sec 47 report. Assist in the development of a high quality Sec 47 report for the province. Assist in compiling timely responses of parliamentary questions by the sub-directorate. Assist in the management and monitoring of the directorate financial and non-financial resources. Assist in providing hands on support on development of Performance Agreements (PAs) of Sec 54 and 56 Managers of municipalities. Assist in analysing PAs, monitor signing and timely submission of Pas as required by the legislation.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/106 : CONTROL SURVEY TECHNICIAN GRADE A: LAND SURVEY AND CADASTRAL INFORMATION MANAGEMENT REF.NO: COGTA 38/01/2020
Re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY : R446 202 – R510 189 per annual (OSD)
CENTRE : Bhisho
REQUIREMENTS : A National Diploma in Land Surveying/Geomatics or an equivalent NQF level 6 qualification recognised by the South African Geomatics Council (SAGC). Registration as a Survey Technician with SAGC, plus four (4) years post registration experience. Valid drivers licence Competencies: Knowledge of Local Government environment, and other relevant Land Survey and Land Use Legislation Management and development procedures. Have strong project management knowledge and experience.
Have good financial management, interpersonal & self-leadership skills. Knowledge of Geographic Information System (GIS) will be an added advantage.

**DUTIES**: Support Municipalities in monitoring the execution of Cadastral Surveys and Mapping Services. Assist in the interpretation of Land Survey and Planning legislation and processes. Assist in the efficient execution of functions of the division, maintenance of discipline, promotion of sound labour relations and proper use of state resources. Assist in rendering technical support in relation to Land Survey services across Municipalities without capacity. Provide information on Land Survey related issues to the municipalities and other clients.

**ENQUIRIES**: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/107** : ASSISTANT DIRECTOR: GENDER FOCAL PERSON: SPECIAL PROGRAMMES UNIT REF.NO: COGTA: 11/01/2020

**SALARY**: R376 596 - R443 601 per annum (level 09)

**CENTRE**: Bhisho

**REQUIREMENTS**: Senior Certificate, (NQF Level 7) in Social Science /Development Studies or Public Administration or relevant NQF Level 7 qualification. Three years’ experience at supervisory level in administration related field. Computer literacy and valid driver’s Licence. Competencies: In-depth knowledge of gender related policies, mainstreaming of issues of designated groups and monitoring equity. Communication skills (verbal and written) are essential. Ability to analyse programme reports with a gender lens. Organisational management, team work/interpersonal skills, result orientation/ service focus. Incumbent must have worked in Special Programmes Field with thorough of gender, provincial, national and international instruments. In-depth of knowledge gender related policies mainstreaming of issues of designated groups and monitoring equity. Communication (verbal and written) skills are essential. Ability to analyse programme reports with a gender lens. Advanced computer skills in MS Office. Presentation and report writing skills will be an added advantage.

**DUTIES**: Mainstreaming gender – centered approach to departmental policy, planning, implementing and programming processes. Advise and support Department and Municipalities on all the matters pertaining to women and gender empowerment in gender development and responsive gender budgeting. Liaise with provincial, national, international gender machineries and other relevant stakeholders. Provide coordination of gender activities and programmes and develop framework for effective implementation of gender and women programmes in the Department. Monitor, analyse and evaluate departmental programs & plans on gender budgeting and development. Compile the gender reports on gender programme. Assess (at the beginning of budget year) whether adequate funds have been allocated to implement gender – centred aspects of Departmental policies.

**ENQUIRIES**: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/108** : ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SERVICES (PMDS) REF.NO: COGTA: 12/01/2020

**SALARY**: R376 596 - R443 601 per annum (level 09)

**CENTRE**: Bhisho


**DUTIES**: Ensure proper management/administration of departmental individuals performance. Give advice on the implementation and maintenance of PMDS matters in the Department. Provide management with relevant
information and changes pertaining PMDS. Ensuring the alignment of PMDS with strategic objectives of the department.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/109 : ASSISTANT DIRECTOR: REBATES REF.NO: COGTA: 13/01/2020

SALARY : R376 596 - R443 601 per annum (level 09)
CENTRE : Bhisho
REQUIREMENTS : Senior Certificate, (NQF Level 7) in Commerce/Accounting/Financial Management coupled with Three years relevant experience at supervisory level of which three years should be in Rebates Section. Professional registration Accounting. Computer skills (MS Word, Excel, and PowerPoint). Competencies: Must have working knowledge of Government Financial System i.e. Basic Accounting System (BAS) and PERSAL system. Good writing, communication and reporting skills. Computer literacy, analytical skills and the ability to work under pressure. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Accounting Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector and SCOA. Report writing skills, proven interpersonal skills and excellent financial management skills.

DUTIES : Perform monthly and yearly tax reconciliation and pay-over to SARS on prescribed time. Ensure that TAX certificates have been issued for all employees and final tax calculations are done for every service termination and tax year. Monitor and control income tax account monthly. Manage and effect deductions and perform distributions functions. Draw PERSAL exception reports, identify reconciling items and perform PERSAL/BAS reconciliation. Ensure Public Financial Management Act requirements regarding payroll certification are fully complied with. Monitoring proper filing systems and procedures relating to financial matters. Supervise, manage performance and maintain discipline within sub-directorate.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/110 : ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT AND CM PERFORMANCE REPORTING REF.NO: COGTA: 14/01/2020

SALARY : R376 596 - R443 601 per annum (level 09)
CENTRE : Bhisho
REQUIREMENTS : Senior Certificate, (NQF Level 7) in Supply Chain Management/ Auditing/Finance related field or equivalent qualification. Three years’ experience at supervisory level. Computer literacy (MS Office and Excel). A valid Driver’s Licence. Competencies: Communication Skills (Verbal and written). Planning and Organising Skills. Project Management skills. Client orientation and customer focus skills. Financial Management skills. Presentation and facilitation skills. Good interpersonal relations. Information analysis skills. Knowledge and understanding of PFMA, PPPFA, BBBEE and all applicable legislations as well as applying the in the work environment. Report writing and listening skills. Good English proficiency (read write & speak). Good document scanning skills and document safekeeping skills. Ability to work effectively with officials across all levels within the Department. Good Team Work and Management skills. Ability to work under pressure. Good telephone and e-mail etiquette. Willing to work irregular hours.

DUTIES : Assist, monitor, receiving and recording of all procurement transactions. Review compliance reports on analysed reports. Prepare and present mandated monthly, quarterly, half yearly and compile annual reports. Present compliance report findings to the evaluating body. Assist and maintain the irregular expenditure and deviation registers. Perform Supply Chain Management risk functions. Provide technical assistance to cost centres, to promote sound financial management. Draw reports and interpret financial data and present to immediate supervisor in preparation for management meetings. Assist in management of monitoring of budget and
personnel. Assistant in gathering information and responding to audit queries.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/111: OFFICE MANAGER: CHIEF FINANCIAL OFFICER REF.NO: COGTA 15/01/2020

SALARY: R376 596 – R454 920 per annum (Level 09)

CENTRE: Bhisho

REQUIREMENTS: Senior Certificate, (NQF level 7) in Public Administration or any related field. Three years’ experience at supervisory level or as a Personal Assistant in administration/finance related role. Microsoft Word, Excel, PowerPoint, Outlook. Valid Driver’s licence. Office Management experience will be an added advantage. Competencies: In-depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/ Practice Notes, Treasury and DPSA Circulars, Financial Management Systems (BAS & LOGIS). Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

DUTIES: Provide support and coordination for all activities in the Office of the Chief Financial Officer. Render administrative support to the Chief Financial Officer. Prepare Delegations of Financial Powers in terms of the PFMA for newly appointed Senior Managers. Support the consolidation and management of budgeting processes in the Chief Directorate. Assist in the preparation of the In-year Monitoring report for submissions to Departmental Budget Planning and Management directorate. Manage and organise Chief Directorate monthly meetings. Provide secretariat support for Finance and Supply Chain Management meetings. Coordinate Chief Directorate’s quarterly review sessions. Consolidate financial and non-financial reports for the Chief Directorate. Delegate functions to junior staff based on individual potential and provide necessary guidance and support.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/122: ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF.NO: COGTA: 42/01/2020

Re-advert candidates who previously applied are encouraged to re-apply

SALARY: R376 596 - R443 601 per annum (Level 09)

CENTRE: Bhisho

REQUIREMENTS: Senior Certificate, B Degree (NQF Level 7) in Law/LLB or equivalent qualification. Three years’ experience at supervisory level in Contract Management. Computer literacy. Competencies: Knowledge of constitution, PFMA and other relevant legislations and ability to implement these prescripts. Strong communication (Verbal and written) and negotiation skills. Problem solving. Thorough knowledge and experience in project management and monitoring. Ability to do presentations, interpretation of reports and policies. Ability to work effectively with officials across all levels within the Department. Attention to detail. Self-starter with good negotiation skills. Ability to manage multiple tasks. Ability to make high level of submission.

DUTIES: Draft contracts and service level agreements. Evaluate the performance of contract of service providers. Advise management timeously of expiry of contracts in order to provide end user division sufficient time to decide whether to renew the contract or re-advertise the requirements. Provide guidance in recommendation of variation orders or extension of contracts. Assist in resolution of disputes arising in award, performance and review of contracts. Assist in management of budget and personnel. Assist in compiling and maintaining a contract management register. Assist in assessment of performance risks in the sub directorate in order to provide
correct mechanisms. Provide support for safe keeping and maintenance of records, information and knowledge in the directorate. Assist in gathering information and responding to audit queries.

ENQUIRIES
Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/113
ASSISTANT DIRECTOR: PROCUREMENT ADMINISTRATION REF.NO: COGTA: 43/01/2020
Re-advert candidates who previously applied are encouraged to re-apply

SALARY
R376 596 - R443 601 per annum (Level 09)

CENTRE
Bhisho

REQUIREMENTS
Senior Certificate, B Degree (NQF Level 7) in Logistics/Supply Chain or relevant qualification. Three years’ experience at supervisory level in Supply Chain Management. Computer literacy (Ms Word, Excel and Power point). Competencies: Sound knowledge of PFAMA, PPPFA and other relevant legislations & ability to implement these prescripts. Knowledge and understanding of the LOGIS system as well as a departmental reporting framework. Ability to prepare and analyse data. Management skills. Ability to work independently. Ability to work effectively with official across all levels within the department. Attention to detail. Communication skills (Verbal and written). Self-starter with good negotiation skills. Ability to manage multiple and complex tasks. Ability to make high level of submissions.

DUTIES
Compile financial monthly and quarterly reports for departmental commitments as per national requirements. Assist in implementation of efficient and effective systems in transit, procurement (logistics) and LOGIS units to optimise performance. Assist in management of implementing procurement reforms. Assist in resolution of queries related to commitments. Assist in management of budget and personnel. Develop and review performance Draft contracts and service level agreements. Evaluate the performance of contract of service providers. Advise management timeously of expiry of contracts in order to provide end user division sufficient time work plans and related plans and supervise collection of information for performance and regulatory audit for submission for the Deputy Director. Manage the order creation process. Assist in assessment of performance risks in the sub directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in sub directorate. Assist in gathering information and responding to audit queries.

ENQUIRIES
Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/114
ASSISTANT DIRECTOR: MUNICIPAL CAPACITY BUILDING REF.NO: COGTA 44/01/2020
Re-advert candidates who previously applied are encouraged to re-apply

SALARY
R376 596 - R443 601 per annum (Level 09)

CENTRE
Joe Gqabi

REQUIREMENTS

DUTIES
Monitor compliance on recruitment of section 54 & 56 Senior Managers in Municipalities, monitor municipalities in the development and submission of Workplace Skills Plan (WSP) to LGSETA annually, support municipalities in reviewing integrated HR Plans, monitor submission of Employment Equity Plans and reports to Department of Labour annually. Support municipalities
in aligning their organograms with IDPs. Provide and coordinate training and Skills Development support services. Support municipalities in resolving Labour Relations matters through section 106 investigations. Prepare and submit consolidated monthly, quarterly, annually reports for the unit. Be able to monitor budget and supervision of staff.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/115 : ASSISTANT DIRECTOR: FINANCIAL CONTROL REF.NO: COGTA 45/01/2020

Re-advert candidates who previously applied are encourage to re-apply

SALARY : R376 596 – R443 601 per annum (Level 09)
CENTRE : Bisho
REQUIREMENTS : Senior Certificate, B Degree in Commerce/Accounting/Financial Management or equivalent NQF 6 qualification coupled with at least 3 years’ experience in the field of Financial Control as Senior State Accountant or Senior Certificate with five (5) years’ experience in the field of Financial Control office as a Senior State Accountant. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 driver’s license is compulsory. Competencies: Knowledge of Basic Accounting System (BAS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/Practice Notes, determination, financial policies and procedures. Good communication skills, strong analytic skills, report writing skills and proven interpersonal skills.

DUTIES : Management, control & see to it that financial control services is fully functional in the Department. Booking and bank Reconciliation Sections are up and running. Ensure that orderly Bookkeeping and its Principles is complied with in all respects as per PFMA and Treasury Regulations (Perform Month and Year and Closures. Management of Revenue Deposited into PMG Account and see to it that it is being paid over to Provincial Revenue Fund on a monthly basis as required per PFMA sec. 21(2) & 22(1) read with TR 15.3.1-2. Exceptions and inform offices concerned for the clearance before the Month and Year End is performed.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/116 : ASSISTANT DIRECTOR: SPECIAL PROGRAMMES: YOUTH DESK REF.NO: COGTA 46/01/2020

SALARY : R376 596 - R443 601. per annum (Level 09)
CENTRE : Bisho
REQUIREMENTS : A recognised three year degree in Social Science/Diploma in Public Administration or relevant NQF level 6 qualification with minimum of five years in level 7 in Administration related field or 3 years in level 8 in Special Programmes Unit. In Depth knowledge of youth related policies, mainstreaming of issues of designated groups and monitoring equity. Computer Literacy and Drivers Licence.

DUTIES : Mainstreaming youth-centered approach to departmental policy, planning, implementing and programming processes. Advice and support Department, and Municipalities on all matters pertaining to the empowerment of young people. Liaise with Provincial Youth Institutions, and relevant stakeholders on Youth Development. Facilitate awareness raising and confidence building among young people at all departmental levels. Provide a co-ordination framework for the effective implementation of youth programmes in the Department. Monitor and evaluate Departmental objectives on Youth Development. Develop Specific Youth Developmental Strategy as a guidance to line function. To compile the Department’s reports on Youth Programme. Assess (at the beginning of the budget year) whether adequate funds have been all allocated to implement youth friendly aspects of Departmental policies.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
POST 05/117 : SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES: SUSPENCE ACCOUNTS REF.NO: COGTA: 16/01/2020

SALARY : R316 791 - R373 167. per annum (level 08)
CENTRE : Bhisho
REQUIREMENTS : Senior Certificate, (NQF level 6) in Commerce/Accounting/Financial Management or equivalent qualification coupled with 1-2 years’ experience at supervisory level in Suspense Accounts Section. Senior certificate with seven years supervisory experience in Suspense Accounts section. Computer literacy Competencies: Must have working knowledge of government financial systems namely BAS and Persal System. Good communication skills, strong analytical skills, report writing skills, proven interpersonal skills and excellent financial management skills. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector & SCOA. Computer skills (MS Word, Excel, PowerPoint and Access).

DUTIES : Management of all suspense and the debt account of the department. Supervising of officials in the section that are below level 8. Clearing of all suspense accounts and ensuring a smooth monthly and year closure of books. Reconciliation of all of all suspense account at month end and year end. Maintenance of proper filling of all debts files. Monitor and control the individual transactions in each suspense account on a regular basis. Analyse the receivables vs payables of all inter-department claims.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/118 : SENIOR ADMIN OFFICER: OFFICE SERVICES REF.NO: COGTA: 17/01/2020

SALARY : R316 791 - R373 167 per annum (level 08)
CENTRE : Bhisho
REQUIREMENTS : Senior Certificate, National Diploma (NQF Level 6) in Public Administration/Management/ Social Science with 1-2 years’ experience at supervisory level or senior certificate coupled with seven years supervisory experience. Experience in GIAMA will be an added advantage. Computer literacy. Code Competencies: Ability to work well with people. Be able to work under pressure.

DUTIES : Monitoring of neatness and cleanliness of the buildings including receive and follow up on complaints regarding maintenance of buildings. Daily maintenance and supervision of telephone and cell phone contracts. Proper monitoring and control of office administration. Supervision of staff.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/119 : SENIOR ADMINISTRATIVE OFFICER: HOUSE ADMINISTRATION REF.NO: COGTA: 18/01/2020

SALARY : R316 791 - R373 167 per annum (level 08)
CENTRE : Bhisho


ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
POST 05/120  :  PRINCIPAL COMM OFFICER/SAO: COMMUNICATION/PROTOCOL SERVICES: PROVINCIAL HOUSE SECRETARIAT SUPPORT REF. NO: COGTA: 19/01/2020

SALARY :  R316 791 - R 373 167 per annum (level 08)
CENTRE :  Bhisho
REQUIREMENTS :  Senior Certificate, National Diploma (NQF Level 6) in communication, Journalism, Public Relations or Marketing with 1-2 years' experience at supervisory level in communication environment. Computer literacy. Valid drivers' licence. Competencies: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing (proficiency in Isixhosa and English). Experience in project management. Sound interpersonal and team work skills are essential. Experience in events coordination and management. Experience in photography and journalistic writing skills.

DUTIES :  Develop a communication plan for all House events and programmes. Liaise with internal and external stakeholder's media for purpose of marketing House events and programmes. Update and upload information in the House webpage. Write news articles for internal, external and any other departmental publication. Render photography and branding services during House events. Safe keeping and handling of House's property and equipment. Organise events of the Provincial House. Perform daily, weekly and monthly media monitoring and analysis services. Develop and maintain social media platforms. Advise management on new communication approaches and trends.

ENQUIRIES :  Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/121  :  SENIOR STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: COGTA 20/01/2020

SALARY :  R316 791 – R373 167 per annum (Level 08)
CENTRE :  Bhisho
REQUIREMENTS :  Senior Certificate, National Diploma (NQF Level 6) in Commerce/Accounting/ Financial Management or equivalent qualification with 1-2 years supervisory experience serving in the Finance environment/Financial control office or Senior Certificate coupled with 7 years supervisory experience in the field of Financial Control. Knowledge of Basic Accounting System (BAS), Knowledge of Public Service Regulations, Public Finance Management Act, Treasury regulations and applicable Circulars/Instruction Notes Practice Notes, Determinations, Financial Policies and Procedures. Skills: Computer skills (MS Word, Excel, Good analytical skills, Report writing skills and proven interpersonal Skills.

DUTIES :  Management of bank Reconciliations (PMG’s Account of the Department) and ensure compliance in terms of Provincial Treasury Instruction Note No. 1 of 2012/13 and Instruction Note No. 1 of 2013/14 from the Office of the Accountant General of the National Treasury. Ensure that Orderly Bookkeeping and its principles is complied with in all respects as per PFMA & Treasury Regulations. (Perform Month & Year End Closures). Management of Revenue deposited into PMG account and see to it that it is being Paid-Over to Provincial Revenue Fund on a Monthly basis as required per PFMA, Sec 21(2) & 22(1) read with TR 15.3.1-2. Attend and prompt reply to audit queries of the Section and reply within the required time frame. (Whilst on a management report status). Supervision of staff and give advice, guidance and training where necessary for the fulfilment and achievement of our departmental strategic goals and objectives as planned. (APP & OPS).

ENQUIRIES :  Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
POST 05/122: ASSISTANT DIRECTOR LEGISLATIVE COMPLIANCE REF.NO: COGTA 39/01/2020

SALARY: R316 791 - R373 167 per annum (Level 10)
CENTRE: Alfred Nzo DSC
REQUIREMENTS: Senior Certificate B. Degree (NQF level 7) in Public Management/Administration with five years working experience at supervisory level in the relevant field. Computer Literacy (Microsoft Word, MS Excel, and Power Point) are mandatory. A valid code 8 driver's licence. Competencies: Full understanding of Local Government: Municipality Structure Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal), interpersonal relation skills, ability to work under pressure, attention to details, Analytic skills, presentation skills, meticulous planning and organisational skills.
DUTIES: Ensure Legislative Compliance by Municipalities. Assist municipalities in the review and rationalisation of by-laws and policies. Assist the MBD in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MBD Gazette concurrences. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilisation and training of staff. Maintenance of discipline, promotion of sound labour relations and the proper use of state property.
ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/123: COMMUNITY DEVELOPMENT OFFICERS: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF.NO: COGTA 46/01/2020 (X2 POSTS)

SALARY: R316 791 - R373 167 per annum (Level 8)
CENTRE: Joe Gqabi and Chris Hani DSC
REQUIREMENTS: Senior Certificate National Diploma (NQF level 6) in Development Studies or relevant qualification Two (2) years' supervisory experience in Community Development or relative field/ Senior certificate with 7 years' supervisory experience. Rural Development experience will be an added advantage. A Valid code 8 (EB) Drivers' License. Computer Literacy.
DUTIES: Assist in facilitating the involvement of Traditional Leaders in development initiatives. Assist in promoting o-cooperative relations with developmental partners and Government Departments. Facilitate and co-ordinate trainings for projects/developmental programmes in Traditional Communities. Assist and facilitate the involvement of donors in Traditional Communities development.
ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/124: SENIOR ADMIN OFFICER: RESEARCH: HOUSE OF TRADITIONAL LEADERS REF.NO: COGTA 47/01/2020

SALARY: R316 791 – R373 167 per annum (Level 08)
CENTRE: Bhisho
REQUIREMENTS: A Recognized three-year degree in Social Science majoring in Anthropology/National Diploma. Three (3) years’ experience in the research related field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory. Competencies: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing. Knowledge of legislation governing traditional leadership institution. Project management and conflict management skills. Sound interpersonal and team work skills.
DUTIES: Conduct research on relevant traditions and customs applicable in the Eastern Cape Province. Render Administrative support to House Committees. Conduct research on claims and counter claims pertaining traditional leadership disputes. Write and submit reports on research findings.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/125: SENIOR ADMIN OFFICER: MUNICIPAL FINANCIAL ASSISTANCE REF.NO: NO. COGTA 48/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY: R316 791 – R373 167. per annum (Level 08)
CENTRE: Bhisho

DUTIES: Collect and collate information on revenue collection of municipalities, determine trends and advise accordingly. Maintain database on payment of creditors by municipalities. Collect and collate information on debt owed to municipalities by consumers and rate payers, determine trends and advise accordingly. Assist municipalities in the update of books and accounts. Assist in the assessment of adequacy of responses on issues raised in audit reports of municipalities. Assist in monitoring the implementation of audit improvement plans of municipalities. Monitor the appropriate use of grant funding and progress on implementation of projects.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/126: SENIOR ADMIN OFFICER: BID ADMINISTRATION REF.NO: COGTA: 49/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY: R316 791 – R373 167. per annum (Level 08)
CENTRE: Bhisho
REQUIREMENTS: A National Diploma in Public Administration/Law/Supply Chain Management or NQF level 06 relevant qualification with two years’ experience in Bidding environment (Bid Evaluation Committee support services) experience or Senior certificate with five (5) years’ experience in Bid Administration (Bid Evaluation Committee support services) experience. Computer literacy. Competencies: Good English proficiency (read, write and speak). Knowledge of bid committee duties, report writing and listening skills. Good document scanning skills and document safekeeping skills. Maintain equipment and recording systems. Ability to work effectively with officials across all levels within the Department. Good team work. Ability to work under pressure. Good telephone and e-mail etiquette. Knowledge and understanding of PFMA, PPPFA, BBBEE and all applicable legislation as well as applying them in the work environment. Knowledge of the bidding process.

DUTIES: Assist in compilation of Bid Committees appointment letters and letters to unsuccessful bidders. Receiving and signing all Procurement Committee and BEC submissions from the Compliance section. Track all movements of Procurement Committee and BEC submissions. Facilitate sittings of Procurement Committee and BEC meetings. Provide secretariat support to the Procurement Committee and BEC committee. Ensure that BEC packs are submitted on time to the Bid Adjudication Committee (BAC). Compile Procurement Committee and BEC recommendations and award letters. Provide technical assistance to cost centres to promote sound financial management. Draw reports, interpret financial data and present to
immediate supervisor in preparation for management meetings. Assist in management of monitoring of budget and personnel. Prepare monthly reports and quarterly reports. Assist in gathering information and responding to audit queries. Willing to work irregular hours.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/127 : SENIOR ADMIN OFFICER: DEMAND MANAGEMENT REF.NO: COGTA 50/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R316 791 – R373 167 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : Senior Certificate National Diploma in Public Administration/Supply Chain Management NQF Level 6 relevant qualification with two years’ experience in Supply Chain Management environment or Matric with five (5) years’ experience in Supply Chain Management environment. Computer literacy

Competencies: Knowledge of Specification Committee duties, report writing & listening skills. Ability to work effectively with officials across all levels within the Department. Good team work. Management skills. Excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and e-mail etiquette. Knowledge and understanding of PFMA, PPPFA, BBBEE and all applicable legislation as well as applying them in the work environment. Knowledge of the bidding process. Good financial management and presentation skills. Experience in Demand Management processes and policies.


ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/128 : ADMIN OFFICER: OFFICE SERVICES REF.NO: COGTA: 21/01/2020

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : Senior Certificate, National Diploma (NQF Level 6) in Public Administration/Management/Social Science coupled with two years’ experience as a Senior Admin Clerk or equivalent rank. Senior Certificate with four years working experience as Senior Admin Clerk/equivalent rank. Computer skills in MS Word and Excel Experience in telephone and cell phone contracts will be an added advantage.

Competencies: Ability to work well with people. Be able to work under pressure.

DUTIES : Conduct regular monitoring and supervision of neatness and cleanliness of the building including cleaning staff. Receive and follow up on complaints regarding maintenance of buildings. Daily maintenance and supervision of telephone and cell phone contracts. Proper monitoring and control of office administration.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/129 : STATE ACCOUNTANT: BUDGET PLANNING REF.NO: COGTA: 22/01/2020

SALARY : R257 508 - R303 339 per annum (level 07)
CENTRE : Bhisho
**REQUIREMENTS**: Senior Certificate, A National Diploma (NQF Level 6) in Accounting/Auditing/Economics as a pre-requisite or Bachelor Degree in Finance with two years’ working experience in the budgetary environment or senior certificate with two years working experience in the budgetary environment. Computer literacy (MS Office). Must have extensive knowledge of Excel. Competencies: Knowledge of PFMA and Treasury Regulations, Analytical knowledge and understanding of departmental policies. Incumbent must possess numerical, communication and interpersonal skills.

**DUTIES**: Responsible for compilation and submission of In-year monitoring report to Treasury as per PFMA Treasury instructions. Responsible for processing of shifting and virements of funds in line with the prescripts. Assist in the compilation of Annual Appropriation Statement as per PFMA. Responsible for preparation of journals to correct misallocations. Assist and provide guidance to programmes on all budget related matters. Assist in the coordination of monthly financial management meetings. Perform all other duties as requested by the Assistant Director.

**ENQUIRIES**: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/130**: PERSONAL ASSISTANT: TRADITIONAL LEADER’S ADMINISTRATIVE SUPPORT REF.NO: COGTA: 23/01/2020

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

**CENTRE**: Bhisho

**REQUIREMENTS**: Senior Certificate, A National Diploma (NQF Level 6) in Public Management/Social Science or Senior Certificate plus a Secretarial course. Computer literacy (MS Word, Ms Excel, Project and PowerPoint) Competencies: Ability to work independently and under pressure. Good communication (verbal and written) skills with reasonable proficiency in English. Competence in meetings preparations and minute taking. Preparedness to work extended hours. Honesty and integrity.

**DUTIES**: Facilitate the smooth running of the Director’s office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Type correspondences delegated by Director. Manage the diary of the Director. Answer calls and handle queries. Manage the resources of the office of the Director. Arrange travelling and accommodation for the Director. Keep records of document flow in the office of the Director. Provide support in budget monitoring. Provide support in meetings of the Director. Ensure overall administration of the Office of the Director.

**ENQUIRIES**: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/131**: PERSONAL ASSISTANT: MUNICIPAL PUBLIC PARTICIPATION AND RAPID RESPONSE REF.NO: COGTA: 24/01/2020

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

**CENTRE**: Bhisho

**REQUIREMENTS**: Senior Certificate, A National Diploma (NQF Level 6) in Office Administration/relevant qualification or Senior Certificate plus a Secretarial course. Computer Literacy MS Word, Excel, project and PowerPoint, all mandatory. Drivers licence, formal training in Project Coordination and records management will be an added advantage. Competencies: Ability to work independently, good communication skills with reasonable proficiency in English, competency in meeting preparations and minute taking, preparedness to work extended hours, honesty & integrity.

**DUTIES**: Facilitate the smooth running of the Chief Directors’ Office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the Chief Director. Manage the diary of the Chief Director. Manage the resources of the office of the Chief Director. Arrange travelling and accommodation for the Chief Director. Keep records of document flow in the office of the Chief Director. Provide support in budget monitoring. Provide support in meetings of the Chief Director. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Chief Director. Facilitate travelling arrangements for the Chief Director.
ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/132: PERSONAL ASSISTANT: CORPORATE COMMUNICATIONS REF.NO: COGTA: 25/01/2020

SALARY: R257 508 - R303 339 per annum (level 07)
CENTRE: Bhisho

DUTIES: Facilitate the smooth running of the Director’s Office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated by Director. Manage the diary of the Director. Manage the resources of the office of the Director. Digital and manual filing of documents. Preparation, recording and submission of the Directors claims to the approving authority, monitoring the submission of weekly plans for the Director, Procurement of all Office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, Procurement venues for scheduled schedules sessions and meetings and arranging the delivery of the materials needed to the meetings.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/133: PERSONAL ASSISTANT: PROVINCIAL HOUSE OPERATION AND SECRETARIAT SUPPORT REF.NO: COGTA: 26/01/2020

SALARY: R257 508 - R303 339 per annum (level 07)
CENTRE: Bhisho

DUTIES: Organising and maintaining the diary of the Director. Arranging travelling and accommodation for the Director and occasionally travel with Director to take notes in meetings. Provide general assistance during presentations. Screening phone calls, inquiries and handling requests when appropriate. Meeting and greeting visitors at all levels of seniority. Dealing with incoming and outgoing correspondence. Minute taking in meetings and report writing. Responsible for procurement of office supplies such as stationery and refreshments. Responsible for the sub- directorate commitment register and analyse expenditure patterns.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/134: PERSONAL ASSISTANT: TRADITIONAL LEADERSHIP POLICY AND LEGISLATION DEVELOPMENT REF.NO: COGTA: 27/01/2020

SALARY: R257 508 - R303 339 per annum (level 07)
CENTRE: Bhisho
REQUIREMENTS: Senior Certificate, A National Diploma (NQF Level 6) in Public Management/Public Administration or relevant qualification or Senior Certificate plus Secretariat course. Competencies: Knowledge of PFMA, Treasury Regulations, Public Service Act, Provincial Traditional Leadership
& Governance Act No1 of 2017, Traditional Leadership & Governance Framework Act no 41 of 2003 and other relevant legislations and mandate that is relevant to the Department. Ability to work well with people. Client orientated. Ability to work under pressure, meeting strict deadline. Good communication, report writing and presentation skills.

**DUTIES**


**ENQUIRIES**

Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/135**

PERSONAL ASSISTANT: DDG: DEVELOPMENTAL LOCAL GOVERNMENT REF. NO. COGTA 28/01/2020

**SALARY**

R257 508 – R303 339 per annum (Level7)

**CENTRE**

Bhisho

**REQUIREMENTS**

Senior Certificate (NQF Level 6) in Office Administration or equivalent qualification or Senior Certificate plus secretarial course. Ms word, Excel and Power Point.

**DUTIES**

Facilitate the smooth running of DDG’s office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where it is required. Type correspondence delegated to you by the DDG. Manage the diary of DDG. Manage the resources of the office of the DDG. Digital and manual filing of documents, preparation, recording and submission of the DDG’s claims to the approving authority, monitoring the submission of weekly plans for DDG, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the DDG, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

**ENQUIRIES**

Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/136**

STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: COGTA 51/01/2020

Re-advert candidates who previously applied are encourage to re-apply

**SALARY**

R257 508 – R303 339 per annum (level 07)

**CENTRE**

Bhisho

**REQUIREMENTS**

Senior Certificate (NQF level 6) in Commerce/Accounting/Financial Management or equivalent qualification coupled with 2 years’ experience in the field of Payments Section as senior accounting clerk or Matric with 4 years’ experience in the field of general payments office. Computer skills (MS Word, Excel. Competencies: Knowledge of Basic Accounting System (BAS), logistical Information system (LOGIS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.

**DUTIES**

Compiling of creditors & sundry payments. Capturing of payments on Bas and Logis. Resolution of queries raised by suppliers. Print, fax, file all payment stubs for various suppliers after each run within a month. Print, fax, file all payment stubs for various suppliers after each run within a month. Prepare Monitoring Tool after each run. Monthly compilation of Instruction note 34 and submission thereof to Provincial Treasury. Monthly performance of creditors reconciliation.

**ENQUIRIES**

Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
POST 05/137: PERSONAL ASSISTANT: QAUKENI KINGDOM REF.NO: COGTA
52/01/2020

SALARY: R257 508 – R303 339. per annum (Level 07)
CENTRE: Qamata
REQUIREMENTS: An undergraduate qualification (NQF Level 6) in Office Administration or related qualification or Senior Certificate plus secretarial course/computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage.
DUTIES: Ensure the smooth functioning of the King’s office. Ensure safekeeping of records at all times. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary of King and provide logistical arrangements as and when required. Monitor the servicing of the King’s vehicle and the management of the Logbook. Ensure that the offices in the Kingdom are clean at all times.
ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/138: COMMUNITY DEVELOPMENT WORKERS (CDW): MUNICIPAL PUBLIC PARTICIPATION REF.NO: COGTA: 29/01/2020 (X4 POSTS)

SALARY: R208 584 – R245 694 per annum (level 06)
CENTRE: Nelson Mandela Metro Municipality, Enoch Mgijima Local Municipality, Nxuba Yethemba Local Municipality and Buffalo City Metro Municipality
REQUIREMENTS: Senior Certificate, (NQF Level 5). Computer literacy (MS Word, Excel, project and PowerPoint, all mandatory). Understanding of community Development Work and other development processes will be an added advantage. Code 8 driver license Competencies: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities and good working relations with the community. Positive attitude towards public. Team building skills, Conflict Management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantage: Research skills.
DUTIES: Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and
private sector donors, monitor and evaluate the development impact
government projects and programmes in communities and submit a report
to the relevant structures of government (local, provincial and national).
Assist local communities in dealing with the HIV/AIDS pandemic by
intensifying education and awareness on HIV related matters.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/139 : SENIOR ADMIN CLERKS: TRADITIONAL INSTITUTION AND
COORDINATION REF.NO: COGTA: 30/01/2020 (X20 POSTS)

SALARY : R173 703 - R204 612, per annum (Level 05)
CENTRE : Qaukeni Region: Ndimakude T/C
Taweni T/C
Amantlane T/C
Qaukeni Regional Office (X2 Posts)
Dalindyebo Region: Amaqwati T/C
Isindindi T/C
Amaxesibe T/C
Ebotwe T/C
Dalindyebo Regional (X2 Posts)
Gcaleka Region: Ntonga T/C
Bashee T/C
2X Gcaleka Regional Office
Emboland Region: Ebotwe T/C (X2 Posts)
Western Thembuland Region
Maluti Region
Rharhabe Region

REQUIREMENTS : Grade 12 Senior certificate and computer literacy and NQF level 6 will be an
added advantage.

DUTIES : Receiving and banking of all monies of the Traditional Council. Compilation
of financial statement. Coordinate Traditional Council Meetings and provide
secretariat support in the meetings. Record Management of all
documentation relating to the Traditional Council. Coordinate meetings
between the Traditional Leaders and other stakeholders. Financial
management including cash management in compliance with the relevant
departmental policies, Compilation of estimates of revenue collection and
expenditure. Compilation of monthly returns through cash book. Compilation
of vouchers for payments after approval. Promote compliance by Traditional
Leaders and Traditional Council Members with all available pieces of
Promote cooperation and good relationship between the Traditional Council,
Municipalities and other stakeholders.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/140 : COMMUNICATION CLERK: CORPORATE COMMUNICATION REF.NO:
COGTA: 31/01/2020

SALARY : R173 703 - R204 612 per annum (Level 05)
CENTRE : Bhisho

REQUIREMENTS : Senior Certificate, (NQF Level 4) in Communication/Journalism/Public
Relations. Computer literacy (MS Word, MS Excel, PowerPoint and
Outlook). valid driver’s licence code 8. Competencies: Journalistic Writing
skills, Interviewing Skills, Photography, Event organising skills, proficiency
in isiXhosa and English. Knowledge and use of new media platforms will be
an added advantage.

DUTIES : Research and write news articles for internal and external newsletters and
other departmental publications. Attend departmental events for
newsgathering purposes. Render photography services during
departmental events. Render branding and exhibition services in the
departmental and government events throughout the Eastern Cape
province. Assist in organising departmental events. Safe keeping and
handling of departmental property. Provide administrative support services and any other officially delegated duty.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/141: SENIOR PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF.NO: COGTA: 32/01/2020

SALARY: R173 703 - R204 612. per annum (Level 05)
CENTRE: Bhisho
DUTIES: Responsible for Implementation of recruitment and selection process, transfers, relocations, secondments and confirmation of probation. Implementation management of remuneration and implementation of structuring and re-structuring of SMS and MMS members. Make logistics arrangements for interview candidates.

ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/142: SENIOR ADMIN CLERK: AUXILIARY SERVICES REF.NO: COGTA 33/01/2020

SALARY: R173 703 – R204 612 (Level 05)
CENTRE: Bhisho
REQUIREMENTS: Senior Certificate (NQF Level 4) in Public Administration/Management. Competencies: Computer skills in MS Word and Excel Experience in telephone and cellphone contracts will be an added advantage. Ability to work well with people. Be able to work under pressure.
DUTIES: Ensure regular monitoring and supervision of neatness and cleanliness of the building including cleaning staff. Receive and follow-up on complaints regarding maintenance of buildings. Assist in daily maintenance of telephone and cell phone contracts. Conduct general office administration.
ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/143: SENIOR ADMIN CLERK: FLEET MANAGEMENT REF.NO: COGTA 53/01/2020

Re-advert candidates who previously applied are encourage to re-apply
SALARY: R173 703 - R204 612. per annum (Level 05)
CENTRE: Bhisho
REQUIREMENTS: Senior Certificate (NQF level 4) in Transport Management/Logistics/or any other related qualification with relevant experience in Transport Management Environment. Computer Literacy. A Valid code 8 (EB) drivers' licence Competencies: Knowledge of PFMA, SCM prescripts, i.e. Treasury Regulations and Practise Notes.
DUTIES: Responsible for issuing and inspection of departmental vehicles. Responsible for effective and full maintenance of departmental vehicles. Responsible for accidents and repairs of departmental vehicles.
ENQUIRIES: Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/144: SENIOR ADMIN CLERK: AUXILIARY SERVICES (OFFICE SERVICES) REF.NO: COGTA 54/01/2020

Re-advert candidates who previously applied are encourage to re-apply
SALARY: R173 703 - R204 612. per annum (Level 05)
CENTRE: Bhisho
DUTIES: Facilitate and administer office space for the department. Monitor and maintain cleanliness of departmental facilities. Render maintenance
services to departmental facilities and equipment. Administer telecommunication services to departmental employees. Supervise and monitor cleaning services.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/145 : SENIOR ADMIN CLERK: FIXED ASSETS REF.NO: COGTA: 55/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R173 703 - R204 612. per annum (Level 05)

CENTRE : Bhisho

REQUIREMENTS : Senior Certificate (NQF level 4) in Finance/Public Admin/or any related qualification with relevant experience in Asset Management environment. Computer Literacy. A valid code 8 (EB) drivers licence. Competencies: Knowledge of PFMA, SCM prescripts, i.e. Treasury Regulations and Practise Notes.

DUTIES : Recording of all state assets. Conduct asset verification and barcode all new procured assets at Head Office, Regions and Traditional Councils. Write report after asset verification is done. Facilitation of asset movement, updating of inventory form and ensure that the movement is recorded on the asset movement form. Identify lost and redundant assets during asset verification. Assist in facilitating disposal of redundant/ unserviceable assets. Ensure asset in the department are monitored on a daily basis.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/146 : SENIOR ADMIN CLERK: MUNICIPAL FINANCE ASSISTANCE REF.NO: COGTA 56/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R173 703 - R204 612. per annum (Level 05)

CENTRE : Bhisho

REQUIREMENTS : Senior Certificate (NQF level 4) in Accounting or financial related studies or equivalent qualification. Computer literacy.

DUTIES : Collect and collate information on revenue collection of municipalities, determine trends and advise accordingly. Maintain database on payment of creditors by municipalities. Collect and collate information on debt owed to municipalities by consumers and rate payers, determine trends and advise accordingly. Assist municipalities in the update of books and accounts. Assist in the assessment of adequacy of responses on issues raised in audit reports of municipalities. Assist in monitoring the implementation of audit improvement plans of municipalities. Monitor the appropriate use of grant funding and progress on implementation of projects.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/147 : CUSTOMER CARE CLERK: CUSTOMER CARE SERVICES REF.NO: COGTA 57/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R173 703 - R204 612. per annum (Level 05)

CENTRE : Bhisho

REQUIREMENTS : ABET Level (NQF 3) in Graphic Design with one years’ experience in the/graphic design field in governmnet/ private sector/newspaper environment. Valid driver’s licence Competencies: Must be proficient Adobe illustrator, Photoshop, and In-Design in CSS (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organizational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.

DUTIES : Design and layout of Cogta’s website to ensure that the general appearance is in accordance with the guidelines of the department of Cogta’s branding. Work as a graphic designer on various product as per briefs. Conceptualize and design of media products, newsletters, brochures, publications for internal and external public in line with the corporate identity and image of
the department. Support of communication initiatives including advertising, media campaigns, and the website. Ensure overall quality control of all designed products. Note: Shortlisted candidates will be required to bring their portfolio.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/148 : SENIOR ADMIN CLERK: TRADITIONAL INSTITUTION AND COORDINATION REF.NO: COGTA: 58/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R173 703 - R204 612 per annum (Level 05)
CENTRE : Rharhabe Region: Mhala T/C
REQUIREMENTS : Grade 12 Senior certificate and computer literacy and NQF level 6 will be an added advantage.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/149 : SENIOR ADMIN CLERKS: TRADITIONAL INSTITUTION AND COORDINATION REF.NO: COGTA: 59/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R173 703 - R204 612. per annum (Level 05)
CENTRE : PSJ: Nyandeni T/C
REQUIREMENTS : Grade 12 Senior certificate and computer literacy and NQF level 6 will be an added advantage.

ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/150 : SENIOR ADMIN CLERK: PROCUREMENT ADMINISTRATION REF.NO: COGTA 60/01/2020 (X2 POSTS)
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R173 703 – R204 612. per annum (Level)
CENTRE : Bhisho
REQUIREMENTS : A National Diploma in Finance/Supply Chain Management or (NQF Level 06) relevant qualification working experience in Supply Chain Management or Matric Certificate with three years relevant experience in the relevant field. Knowledge of LOGIS. Competencies: Thorough knowledge of the PFMA
and other relevant Legislations, as well as the ability to implement these prescripts. Knowledge of transversal systems (LOGIS). Excellent computer skills (MS Word and Excel), excellent communication skills and client service orientated and excellent writing skills.

**DUTIES**
- Manage the order creation process. Reconcile manual orders to LOGIS.
- Provide technical assistance to cost centres, SCM and Finance. Draw reports and interpret financial data. Create contract information and link to ICN and supplier number.

**ENQUIRIES**
- Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/151**
- **SENIOR ACCOUNTING CLERK: SUSPENSE REF. NO: COGTA 61/01/2020**
  - Re-advert candidates who previously applied are encourage to re-apply

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

**CENTRE**
- Bhisho

**REQUIREMENTS**
- NQF level 06 in Commerce/Accounting/Financial Management or equivalent qualification coupled with at least one (1) year experience in Suspense/Bookkeeping Section or Matric with 3 years’ experience in the field of Suspense/Bookkeeping office. Computer skills (MS Word and Excel).
- Competencies: Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Knowledge of Basic Accounting System. (BAS) Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.

**DUTIES**
- Perform daily bank reconciliations on an online BAS functionality, reconciliation of debtors accounts, process debt take on entries on BAS and perform month & year-end closure on the system. Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions/expenditure misallocations/Debt suspense entries. Arrange proper record keeping and filing of source documents for Bookkeeping and suspense sections. Attend and prompt reply to audit queries of the sections. Provide the required financial information for audit purposes as and when needed by management and auditors.

**ENQUIRIES**
- Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/152**
- **MESSENGER DRIVER: STERKSPRUIT SUB DISTRICT – UNIT 6 REF. NO: COGTA 34/01/2020**
  - Re-advert candidates who previously applied are encourage to re-apply

**SALARY**
- R122 595 – R144 411 (Level 03)

**REQUIREMENTS**
- Grade 8/equivalent qualification. (NQF Level 1-3) Driver’s license code 10 with PDP. Knowledge or Transport Regulations.

**DUTIES**
- To transport officials when necessary. To collect and deliver documents. To take care of driving for the Region. To collect stationery and cleaning material from Head Office. Move assets from one place to another. See to it that vehicle is taken to service when necessary. Serves as a Messenger to Regional Offices.

**ENQUIRIES**
- Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

**POST 05/153**
- **GENERAL WORKER: SARAH BAARTMAN REF.NO: COGTA: 35/01/2020**
  - Re-advert candidates who previously applied are encourage to re-apply

**SALARY**
- R102 534 - R120 780 per annum (Level 02)

**CENTRE**
- Sarah Baartman

**REQUIREMENTS**
- ABET or equivalent qualification.

**DUTIES**
- Responsible for cleaning the grounds at COGTA buildings using variety of tools such as spade etc., assist in removing refuse and other unwanted goods from the buildings, Loading, off load goods and any material to the relevant destinations and delivering moving of office equipment and other delegated duties.
ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/154 :  CLEANER: OFFICE SERVICES REF.NO: COGTA: 36/01/2020 (X3 POSTS)
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R102 534 - R120 780 per annum (Level 02)
CENTRE : Bhisho
REQUIREMENTS : ABET or equivalent qualification. Three years’ experience in cleaning environment. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure.
DUTIES : Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time.
ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/155 :  GROUNDSMAN: PROVINCIAL HOUSE ADMINISTRATION REF.NO: COGTA 37/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R102 534 – R120 780 per annum (Level 02)
CENTRE : Bhisho
REQUIREMENTS : Grade 10 Certificate (Standard 8) Competencies: Good Interpersonal Skills, basic communication skills, basic cleaning skills.
DUTIES : Cleaning and maintenance of House of Traditional Leaders building. Collecting of refuse bags within the building. Lifting and moving of heavy goods such as office furniture. Assist in House of Traditional Leaders events as directed by the supervisor. Cleaning of Government Vehicles allocated to House of Traditional Leaders.
ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/156 :  CLEANER: CHRIS HANI REF.NO: COGTA 62/12/2019
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R102 534 –R120 780. per annum (Level 02)
CENTRE : Chris Hani District Support Centre (DSC)
REQUIREMENTS : ABET or equivalent qualification. Three (3) years’ experience in cleaning environment.
DUTIES : Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure.
ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/157 :  CLEANER: OFFICE SERVICES REF.NO: COGTA 63/12/2019 (X3 POSTS)
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R102 534 –R120 780 per annum (Level 02)
CENTRE : Bhisho
REQUIREMENTS : ABET or equivalent qualification. Three years’ experience in cleaning environment. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure.
DUTIES : Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time.
ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083
POST 05/158 : CLEANER: WESTERN TEMBULAND REF.NO: COGTA 64/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R102 534 –R120 780. per annum (Level 02)
CENTRE : Western Tembuland
REQUIREMENTS : ABET or equivalent qualification. Three (3) years’ experience in cleaning environment. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure
DUTIES : Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time.
ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

POST 05/159 : CLEANER: DALINDYEBO KINGDOM REF.NO: COGTA 65/01/2020
Re-advert candidates who previously applied are encourage to re-apply

SALARY : R102 534 –R120 780 per annum (Level 02)
CENTRE : Dalindyebo Kingdom
REQUIREMENTS : ABET or equivalent qualification. Three years’ experience in cleaning environment. Competencies: Ability to work in a team and maintain good interpersonal relations. Be able to work under pressure
DUTIES : Ensure offices, boardrooms and kitchens are clean. Provide and create clean and orderly environment. Empty dust bins. Vacuum clean carpets. Be able to use cleaning equipment. Be willing to other cleaning duties that may be assign at any time.
ENQUIRIES : Ms N. Mabusela Tel No: (040) 940 7079/7080/7076/7077/7083

DEPARTMENT OF SAFETY AND LIAISON
It is the intention to promote representivity in the Department through filling of these positions. The candidature of applicants from designated groups especially in respect of woman and people with disability will receive preference

APPLICATIONS : Post to: The Senior Manager: Department of Safety and Liaison; Private Bag X0057, Bhisho, 5605 Hand Delivery: No 7 Taylor Street, Archies Building, King Williams Tow, 5601
FOR ATTENTION : Ms NA Zuma
CLOSING DATE : 21 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.
OTHER POSTS

POST 05/160 : AUDIT AND RISK COMMITTEE MEMBERS REF NO: ESL/2020/01/01
HEAD OFFICE (X3 POSTS)

SALARY : Salary Range: Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.

CENTRE : Head Office

REQUIREMENTS : Applicants must be in possession of a graduate qualification in the field of Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Skills: independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry. Independence from all operations of the Department of Public Service and Administration and the Centre for Public Service Innovation

DUTIES : The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter

ENQUIRIES : Can be directed to Ms NA Zuma at Tel No: (043) 642 6800

POST 05/161 : DEPUTY DIRECTOR: SAFETY EVENTS MANAGEMENT HEAD OF DEPARTMENT SUPPORT REF NO: ESL/2020/01/02

SALARY : R733 257 per annum (Level 11)

CENTRE : Head Office


DUTIES : KPA\(^\text{\textdagger}\): Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events in consultation with Communications. Prepare closeout reports for the events. Develop and maintain records and information management system for the office of the Head of Department. Assist the Executive Support in coordinating input processes which will enable the Head of Department to execute her/his
responsibilities in the governance structures of the Department, intergovernmental technical structures and legislature structures/hearings. Ensure functionality of departmental governance structures. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Coordinate Management Assessment Tool (MPAT) in the department. Ensure compliance by the Office of the Head of Department with all statutory requirements and reports. Ensure that reporting deadlines are met by the department. Liaise with the various branches, sister departments on all mutual business affecting the department. Coordinate the implementation of internal audit recommendations. Coordinate the implementation of external audit recommendations. Undertake internal control assignments to ensure compliance with policies, prescripts proceed.

ENQUIRIES
Can be directed to Ms NA Zuma at Tel No: (043) 642 6800

POST 05/162
COMMUNITY LIAISON OFFICER REF NO: ESL/2020/01/03

SALARY: R316 791 - R373 167 per annum (level 8)
CENTRE: OR Tambo District
REQUIREMENTS:

DUTIES:

ENQUIRIES
Can be directed to Ms NA Zuma at Tel No: (043) 642 6800

POST 05/163
ADMIN CLERK: SCM REF.NO: ESL/2020/01/04

SALARY: R173 703 – R204 612 per annum (Level 5)
CENTRE: Amathole District
REQUIREMENTS:
Grade 12, National Certificate, Computer Literacy, No work experience required. Skills Knowledge of financial administration Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts. Financial management skills, problem solving and communication skills Verbal and Written. Ability to work under pressure and independently. Computer Literacy, knowledge of Supply Chain Duties, Practices as well as the ability to capture data, operate computer and collecting statistics, Basic knowledge and understanding of the legislative framework governing the Public Service and basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations and Communication skills (verbal written)

DUTIES:
Render assets management, supply chain, fleet and clerical support: Compile and maintain records (e.g. asset records/database), Check and
issue furniture, equipment and accessories to components and individuals, identify redundant, non-serviceable and absolute equipment for disposal and verify asset register. Render demand acquisition clerical support: Update and maintain a supplier (including contractors) database, Register suppliers on LOGIS or similar system, Request and receive quotations, Capture specification on the electronic purchasing system, Place orders, issue and receive bid documents, Provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical support services: Place orders for goods, Receive and verify Goods from suppliers, Capture goods in registers database, receive request for goods from end users, Issue goods to end users. Maintain goods register and update and maintain register of suppliers.

ENQUIRIES : Can be directed to Ms NA Zuma at Tel No: (043) 642 6800

DEPARTMENT OF EDUCATION

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS : Forward your application, stating the relevant reference number to: The Director-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho,5605 or hand-deliver at Steve Vukile Complex, Zone 6 Zwelitsha, for attention Ms S Nieuwenhuys.

CLOSING DATE : 21 February 2020, 15h45.

NOTES : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 05/164 : DEPUTY DIRECTOR GENERAL CORPORATE SERVICES REF NO: DDG/CS/01/2020

SALARY : R1 521 591 - R1 714 074 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office, Zwelitsha
REQUIREMENTS: Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognized Bachelor’s Degree (NQF level 7) in Human Resource Management/Public Management/Public Administration / related qualification in the field of Social Sciences. A postgraduate qualification in the above mentioned fields will serve as an advantage. 8-10 years’ experience at the senior management level in Human Resource Management, Corporate Services or related field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver’s license (with exception of disabled applicants).

DUTIES: As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high performing organisation and a safe and conducive work environment. Ensure the communication of ECDOE programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the ECDOE and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the development and implementation of Information and Communication Technology (ICT) strategies and solutions aligned to the Department’s overall strategy. Ensure the effective implementation and support of Enterprise Risk Management within the Department. Ensure a professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a Unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the ECDOE in relevant fora.

ENQUIRIES: Mr TS Kojana Tel No: (040) 608 7016

POST 05/165: DEPUTY DIRECTOR GENERAL INSTITUTIONAL OPERATIONS MANAGEMENT. REF NO: DDG/IOM/02/2020

SALARY: R1 521 591 - R1 714 074 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office, Zwelitsha

REQUIREMENTS: Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognized Bachelor’s Degree (NQF level 7) in Education Management. A postgraduate qualification in the above mentioned field will serve as an advantage. 8-10 years’ experience at the senior management level within Education Sector. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the
PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver’s license (with exception of disabled applicants).

**DUTIES**

Key Results Areas: Provide strategic leadership, administration, management and governance support of 2 cluster offices and 12 Education Districts and all institutions therein. Manage performance standards of 2 Cluster Offices and 12 Education Districts. Ensure establishment and maintenance of accountability systems in Cluster Offices, Districts and Circuits in Support of curriculum delivery, assessments, teaching and learning in all institutions. Provision of educational opportunities and access to education. Management of school Functionality programmes. District Improvement Plans and intervention programme in the Districts. Support the implementation of Education Transformation Plan of schooling system. Exercise. Ensure coordination of provisioning of quality teaching and learning in public schools. Ensure the coordination of consistent implementation of a standard /uniform mode of operation for schools. Ensure coordination of consistent implementation of corporate service in the Cluster. Manage the coordination on the implementation of norms, standards for HR related policies. Ensure management of physical resources in line with the Division of Revenue Act. Ensure development and resourcing of education institutions. Ensure planning and budgeting for school resourcing needs including Learner Teacher Supporting Materials, school furniture etc. Ensure the determination of school resourcing needs. Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB’s). Provide strategic leadership in the coordination of Education Operations and delivery oversight. Ensure provisioning of education management information services. Ensure management of school mapping services and coordination of rural education. Manage the promotion of institutional efficiency and quality standards for effective teaching and learning. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

Mr TS Kojana Tel No: (040) 408 7016

**POST 05/166**

CHIEF DIRECTOR EMPLOYEE RELATIONS REF NO: CD/ER/03/2020

**SALARY**

R1 251 183 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE REQUIREMENTS**

Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognized Bachelor's
Degree (NQF level 7) in Human Resource Management/ Public Management/Public Administration/ related qualification in the field of Social Sciences. A postgraduate qualification in the above mentioned fields will serve as an advantage. 5 years’ experience at the senior management level in Human Resource Management, Corporate Services or related field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Extensive experience in a senior management role. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver’s license (with exception of disabled applicants).

**DUTIES**

Key Performance Areas: Deliver high quality strategic employee relations to support the strategic objectives of the Department by ensuring timeous review and implementation of employee relations policies, codes and practices, effective handling of investigations with proper documentation, effective management of grievances, disputes and disciplinary cases, analysis of employee relations trends and proper recommendations for mitigation. Provide strategic support and effective coordination of dispute resolution mechanism by developing and implementing dispute resolution protocol for the Department, rendering advisory services to management on issues of collective bargaining, managing sound relationship between unions and management and serving as a Chief Negotiator at the Provincial and Departmental Bargaining Chamber (DBC). Provide strategic support in ensuring that the Department complies with the Employment Equity Act by ensuring effective implementation and monitoring of Employment Equity Plan, conducting of employment equity audits in order to identify the barriers in terms of the employment practices, proper implementation of gender programs within the Department. Provide strategic support on the implementation of Employee Health and Wellness programmes by ensuring the development and implementation of Employee Health and Wellness policies in line with the Departmental needs and legislation, conducting of occupational health and safety audits, effective management of injury on duty cases, assessing and monitoring of the impact of employee health and wellness in the Department.

**ENQUIRIES**

Ms P Vinjevold Tel No: (040) 608 4353

**POST 05/167**

CHIEF DIRECTOR EXAMINATIONS AND ASSESSMENTS REF NO: CD/E&A/04/2020

**SALARY**

R1 251 183 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE**

Head Office, Zwelitsha

**REQUIREMENTS**

Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognized Bachelor’s Degree (NQF level 7) in Education. A postgraduate qualification in the above mentioned fields will serve as an advantage. 5 years’ experience at the senior management level within Examinations and Assessment
environment. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Extensive experience in a senior management role. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

**DUTIES**

Manage the administration of all examination related matters. Manage the processing and issuing of examination results. Formulate, develop and implement policies in respect of examinations. Co-ordinate and assimilate examination related matters. Develop and implement training programmes for principals and district personnel. Scrutinize appointment of moderators, examiners and markers for DDG approval. Conduct research into new trends in examination. Ensure the provisioning of administration and logistic support to external assessments and examinations. Ensure the planning, management and evaluation of professional assessment and examination services throughout the school system. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

Ms P Vinjevold Tel No: (040) 608 4353

**POST 05/168**

**CHIEF DIRECTOR: INTERNAL AUDIT REF NO: CD/IA/05/2020**

**SALARY**

R1 251 183 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE**

Zwelitsha

**REQUIREMENTS**

A qualification (NQF 7) in Auditing or Financial Management as recognised by SAQA. A Certification as a Certified Internal Auditor (CIA), MBA or CA (SA) will be an added advantage. A minimum 5 years’ experience at a senior managerial level (Director) obtained within governance, risk, compliance or auditing environment. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Valid driver’s license. Willingness to work extended hours. salary scales for education:

**DUTIES**

Develop a 3 Year Rolling Internal Audit Plan and reviewing the Internal Audit Strategy and Annual Performance Plans. Review the Internal Audit Charter that reflects the scope, responsibility and authority. Initiate awareness of the Internal Audit function within the Eastern Cape Department of Education and other stakeholders through client engagements. Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls. Develop an Internal Audit Annual Performance Plans and report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee. Initiate the updating of the findings register and present to the Audit Committee. Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee Audit Process–Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the regularity, IT, performance, compliance and forensic audits processes. Provide advice and
guidance on all audit engagements to be conducted. Provide quality assurance on audit projects and reports prior to issuance, thereof Develop audit assessment tools and verified integrity of tools prior to the submittance to the Audit Committee Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives. Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget. Initiate the development of adequate capacity development to provide for demands pose by stakeholders Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency. Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment. Develop and implement a Sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

ENQUIRIES: Ms X Kese Tel No: (040) 608 4709

POST 05/169: CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: CD/FA/06/2020

SALARY: R1 251 183 per annum. (All-inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS: Zwelitsha

DUTIES: Promote sound financial accounting practice. Ensure efficient cash management including disbursements. Ensure efficient and economic recovery of debt. Ensure smooth and successful operations on the Basic Accounting System (BAS) as well as sound financial reporting. Monitor and evaluate the system of internal control in order to improve effectiveness, efficiency and economy of operations. Increase the performance of work-units in a planned effort to increase organisational performance. Promote the effective detection and recovery of losses. Manage salaries and related aspects. Provide support to the Directorate in effecting its mandate. Ensure effective and efficient salary administration.

ENQUIRIES: Ms X Kese Tel No: (040) 608 4709

POST 05/170: DIRECTOR: EMPLOYEE RELATIONS AND ADVOCACY REF NO: DIR-ER&A/08/2020

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS: Head Office, Zwelitsha

DUTIES: An appropriate recognised Bachelor’s degree or undergraduate qualification (NQF level 7) as recognised by SAQA in Labour Law or relevant academic discipline supported by five (5) years’ experience at middle/senior managerial level in Human Resource Management, demonstrable knowledge of Labour Relations and Labour Laws. good conceptual and
analytic skills, problem-solving and communication (written and verbal) skills, programme and project management, facilitation and presentation skills, excellent negotiating skills, planning and organising skills. Since this position focuses on conditions of service of employees employed in terms of the Employment of Educators Act, working experience in the education sector would be an added advantage. Valid Driver’s License. Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change management.

**DUTIES** : overall management and/or coordination of the Employee Relations functions, Provide strategic direction and operational leadership in relation to Labour Relations to the Education Sector. Develop and implement Labour Relations strategies and policies for the Education Sector. Manage the collective bargaining process in the Education Labour Relations Council and Public Service Collective Bargaining Council. Promote a climate of labour peace in the education sector through stakeholder relations, including dispute management. Create a positive legislative framework that promotes and maintains conditions of service for educators. Monitor the implementation of Collective Agreements and provide advocacy and training to the Clusters and Districts. Analyse labour relations trends both nationally and internationally and develop partnerships. Develop monthly and quarterly performance reports.

**ENQUIRIES** : Ms P Vinjevold Tel No: (040) 608 4353

**POST 05/171** : DIRECTOR: STATUTORY AUDIT REF NO: DIR-SA/09/2020

**SALARY** : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Head Office, Zwelitsha


**DUTIES** : Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Audit policies and operating frameworks. Manage the implementation of the Internal Audit Strategy, Polices and Methodology. Direct and manage the execution of risk-based audit assignments including Financial, Performance, Governance, Compliance, IT and Forensic investigation services. Managing the inputs and outputs of internal audit processes, review audit reports by ensuring quality control and compliance with regulations, standards and policies. Manage the implementation of corrective measures to address audit findings. Provide support to the CAE in executing the technical advisory and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilisation of resources allocated to the Unit.

**ENQUIRIES** : Ms X Kese Tel No: (040) 608 4709
POST 05/172 : DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DIR-FM&R/10/2020

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Zwelitsha


ENQUIRIES : Ms X Kese Tel No: (040) 608 4709

POST 05/173 : DIRECTOR: BUDGET SERVICES REF NO: DIR-BS/11/2020

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Zwelitsha


DUTIES : Manage and monitor budget preparation process. Provide specialize advice and guidance on budget planning to programmes Manage the planning and compilation of the departmental MTEF budget. Ensure compilation of the adjustment estimates submission and annual cash flow for the department.
Co-ordinate and ensure that an analysis is undertaken on departmental budgeting and expenditure through budget achievability and expenditure reviews. Manage the coordination of budgeting in the Department. Develop, review and monitor the implementation of Financial Management systems and procedures. Analyse Financial Performance Information of the department Provide advice and support on Budget Management. Provide management with reports to assist in Decision Making Manage the loading of Budget Structure and Budget on BAS. Manage the allocated resources of the Department in line with legislative and Departmental imperative. 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.

ENQUIRIES: Ms X Kese Tel No: (040) 608 4709

POST 05/174: DIRECTOR: EXECUTIVE SUPPORT REF NO: DIR-ES/12/2020

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Head Office, Zwelitsha

REQUIREMENTS: A three-year tertiary qualification in Public Management /Office Management or an appropriate equivalent qualification, coupled with a minimum of five (5) years’ relevant experience at Middle Management level (Deputy Director). Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA. Good work ethics, honesty, reliability and team work. Good office administration, planning and organisational skills. Excellent communication skills (written and verbal). Good interpersonal relation skills. Knowledge of projects management. Computer literacy (MS Word, Excel, PowerPoint, etc.). Valid Code 08/EB driver’s licence. Strategic capability and leadership; Financial management; Programme and Project management; People management and empowerment; Change management;

DUTIES: Coordinate executive administrative support to the Superintendent General. Provide institutional support to the Department’s stakeholders. Provide document management support services. Develop policies, strategies and procedure manuals aimed at improving service delivery of the office and ensure compliance in terms of mandates. Provide executive governance support services Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr T Kojana Tel No: (040) 608 7016

POST 05/175: DIRECTOR (CLUSTER A AND B): OPERATIONS MANAGEMENT AND COORDINATIONS (02 POST)

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Umtata & Grahamstown

Cluster A: Ref No: DIR-OPS& CO/13/2020
**REQUIREMENTS**: The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen performance evaluation and development systems for school and office-based educators as well as internal and external school evaluations. The incumbent will also develop mechanisms for effective implementation of skills development in Districts. Further Requirements: An appropriate three-year Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA with at least five (5) years’ experience at middle or senior management level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource and performance management and financial management. Applicants must have extensive and relevant knowledge relating to the work of Department of the Basic Education sector. Extensive knowledge of education policies; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver’s license and be willing to travel extensively

**DUTIES**: Coordinate the implementation of education related policies, frameworks and instruments and information management in the cluster. Provide coordination services on the implementation of education policies in the district offices. Provide communication and stakeholder mobilization services. Coordinate youth and special programmes for the Cluster. Manage the provisioning of sound financial management and supply chain management. Coordinate the provisioning of sound financial management services. Coordinate the provisioning of supply chain management services. Coordinate the provisioning of physical maintenance services to demarcated district offices. To coordinate human resource management services in the cluster. Coordinate the implementation of human resource policies. Coordinate human resource planning for the cluster. Monitor compliance to human resource frameworks. Provide human resource support to districts Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates.

**ENQUIRIES**: Ms G Koopman Tel No: (040) 608 4468
Ms S Maarsdorp Tel No: (040) 608 4776

**POST 05/176**: DISTRICT DIRECTOR: OR TAMBO INLAND REF NO: DIR-ORTI/15/2020

**SALARY**: R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**: Umtata

**REQUIREMENTS**: An appropriate recognised Bachelor Degree and a teaching qualification coupled with five years middle management experience. Knowledge of PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint)
Communication (Verbal and written) Willingness to work extended hours and travelling valid driver’s licence.

**DUTIES**

**Key Result Areas:** Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

**ENQUIRIES:**

Ms G Koopman Tel No: (040) 608 4468

**POST 05/177**

TRAINING INSTITUTE (LANGUAGE & SOCIAL SCIENCE, LEADERSHIP AND MANAGEMENT, MATHS AND SCIENCE) (04 POSTS)

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**

Umtata Ref No: TI/16/2020
East London Ref No: TI/17/2020
Port Elizabeth Ref No: TI/18/2020
Queenstown Ref No: TI/19/2020

**REQUIREMENTS**

An appropriate recognised Bachelor Degree and a teaching qualification coupled with five years middle management experience. Knowledge of PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written). Excellent knowledge of Skills Development, Good Knowledge of curriculum design and delivery, Good Knowledge programme monitoring and evaluation. Willingness to work extended hours and travelling valid driver’s licence.

**DUTIES**

Provide integrated training and development enhancement programmes at Institute C. Provide administrative support to provisioning of training in the institution. Provide administrative support to the provisioning of functional, transversal, management and leadership training programmes. Render
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 management, maintenance and safekeeping of assets.

**ENQUIRIES**

Mr M Jack Tel No: (040) 608 4769

**POST 05/178**

DIRECTOR: CONTRACT MANAGEMENT REF NO: DIR-CONT/20/2020

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**

Head Office Zwelitsha

**REQUIREMENTS**

A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA, preferably in Logistics/Supply Chain Management /Finance. A minimum of eight years demonstrated experience in Supply Chain Management, of which five years should be at a middle/senior managerial level. Membership of a professional body in the SCM field will be an added advantage. Experience in financial services, especially employee benefits, pension fund and retirement benefits administration will be a distinct advantage. Extensive and in-depth knowledge of PFMA, Treasury Regulations, the Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework. Knowledge of the Code of Conduct for Supply Chain Management Practitioners.

**DUTIES**

Develop Department Contract Management Policies and guidelines. Provide guidance on the reviewal of contract management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures. Draft recommendations of improvements and submit for approval. Develop and maintain ECDofE contract register. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Monitor supplier performance according to the contract and service level agreement. Manage the allocated resources of the Directorate. 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 management, maintenance and safekeeping of assets. Provide guidance on the reviewal of contract management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures.
ENQUIRIES : Mr M Harmse Tel No: (040) 608 4624

POST 05/179 : DIRECTOR: SCHOOL ADMINISTRATION REF: DIR-SA/21/2020

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office Zwelitsha

REQUIREMENTS : An appropriate recognised Bachelor Degree and a teaching qualification coupled with five years middle management experience. Knowledge of PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written) Willingness to work extended hours and travelling valid driver’s licence.

DUTIES : Key Result Areas: Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Manage the development of directives related to school registration & type, school management and the administration of earner affairs in all schools of the province. Manage the development of directives related to school funding and finances, budget management, fee income, financial reporting and Human Resource matters for all Section 20 and 21 schools public ordinary and special schools. Manage the development and distribution of prescripts related curricula, language offerings, educational norms, standards and any educational matters in home schooling, public ordinary, independent, special school and in Early Childhood Development institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB’s). Manage the development of tools and frameworks to monitor the implementation of norms and standards for school management and SGB’s. Manage the coordination of training and development of SGB’s. Oversee the SGB’s elections process. Facilitate the resolution of grievances and disputes related to the SGB’s. Oversee the provisioning school financial management and accounting services. Manage the provisioning of public finance management to schools. To provide guidance on financial management practices to enforce and monitor compliance, to legislative framework pertaining to public financial management and prescribed accounting reporting and auditing requirements.

ENQUIRIES : Mr T Mtyida Tel No: (040) 608 4035

POST 05/180 : DIRECTOR: LANGUAGE SERVICES REF NO: DIR-LA/22/2020

SALARY : R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office Zwelitsha

REQUIREMENTS : An appropriate recognised Bachelor Degree in Language in Education coupled with five years middle management experience in the Language Industry Services. Knowledge of the Language Legislative Framework guiding Language Policy Implementation; the PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, a presentation of research work undertaken in the Language in Education Policy Implementation sphere and report writing skills. A postgraduate degree in Language in Education will be an added advantage. Demonstrable Policy formulation and Strong Project Management Ability (see requirement to be submitted below), Computer
Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written) Willingness to work extended hours and travelling valid driver’s licence. Proficient Competence in one African Language of the two Provincial Indigenous Languages (isiXhosa or Sesotho) and English/Afrikaans. All candidates will be required to submit a profile of a project that they have initiated, managed and implemented related to Language Policy Implementation together with their Comprehensive CV. Willingness to travel extensively and work extended hours is a desirable trait.

**DUTIES**

**Key Result Areas:** Coordinate the development of material that seek to promote implementation of the language in education policy. Promote indigenous knowledge systems inclusive of mobilisation of the inclusivity in education. Develop a long-term advocacy strategy driven by language awareness campaigns. Develop a strategy for Human Language Technologies to speed up the development of indigenous African languages. Oversee Language planning viz: Corpus planning, Status and Acquisition planning through capacitation and training. Manage the development of tools, framework and systems to support the implementation of language in education policy. Develop and enrich bilingual programs. Coordinate the implementation of language-in-education policy programs. Develop the monitoring and support tools for the implementation of language in education policy. 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 management, maintenance and safekeeping of assets.

**ENQUIRIES**

Ms N Mbude Tel No: (040) 608 4028

**POST 05/181**

**DIRECTOR: E-LEARNING AND TEACHING REF: DIR-EL&T/23/2020**

**SALARY**

R1 057 326 - R1 245 495 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE**

Head Office Zwelitsha

**REQUIREMENTS**

An appropriate recognised Bachelor Degree and a teaching qualification coupled with five years middle management experience. Knowledge of PFMA, Public Service Act, Employment of Educators Act and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written) Willingness to work extended hours and travelling valid driver’s licence.

**DUTIES**

Key Result Areas: Ensure the standardisation of E-teaching and e-learning in the provincial. Manage the development e-teaching and learning policy polices and instruments. Manage the development of E-teaching and learning monitoring tools and impact assessment tools and instruments. Manage the development of District based reports on the implementation of e-teaching and learning prescripts. Ensure the design and development of tools related to e-education in supporting and enhancing curriculum delivery. Manage the development and maintenance of innovative education delivery platform through technology solutions. Manage the provisioning of technical support for the design and implementation of technology solutions. Manage
the facilitation and coordination of training on new e-Learning technologies and solutions. 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

**ENQUIRIES**

: Mr T Tywakadi Tel No: (040) 608 4636