ANNEXURE U

PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Nozuko Mafu

CLOSING DATE: 06 March 2020

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

MANAGEMENT ECHELON

POST 07/78: DIRECTOR: INTEGRATED STRATEGY & PLANNING (GOVERNANCE & ADMINISTRATION CLUSTER REF NO: (OTP 01/02/2020)

SALARY: R1 057 326 per annum (Level 13)

CENTRE: Bhisho

REQUIREMENTS: NQF Level 7 degree certificate in Development Studies/ Development Economics/ Social Sciences as recognised by SAQA. A minimum of 5 Years' experience as a Deputy Director in the public service within development planning environment. Capabilities and Competences are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Financial Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written). Good knowledge of the following is required: Government planning frameworks and cycles; National Development Plan; Government Clusters, priorities and outcomes approach; Eastern Cape Provincial Development Plan; Monitoring and Evaluation of government programmes as well as Good knowledge of public service legislation. A valid driver’s licence is required.

DUTIES: Manage the development of integrated provincial medium and long term provincial and sectoral plans as well as guide the implementation thereof. Manage the development and review of the Provincial Medium Term Strategic Framework (PMTSF) to guide medium term planning in the Province. Guide the implementation of the PMTSF through the Cluster system. Manage the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Manage the coordination of provincial sectoral macro planning and guide the implementation thereof. Guide the development of provincial and local medium and short term strategic plans as well as guide the
enquiries : Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248/49

post 07/79 : DIRECTOR: CABINET SECRETARIAT (EXCO, CABINET & CLUSTER)
ref no: (OTP 02/02/2020)

salary : R1 057 326 per annum (Level 13)

Centre : Bhisho

Requirements : NQF Level 7 degree in Public Relations/Communications/Public Administration as recognized by SAQA. A minimum of 5 Years’ experience as a Deputy Director in the public service at least three years’ management experience Communication. Capabilities and Competences are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Financial Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written). Good knowledge of the functioning of the provincial government and more specifically the Office of the Premier; Knowledge of strategy development, strategy management and strategy monitoring and review processes; knowledge of policy development; knowledge of legislative framework and government procedures on public finance, human resource management and supply chain management; knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector.

Duties : Manage the provision of administrative and secretariat support services to the EXCO, economic, Social Transformation and G&A clusters, the Cabinet Committees, as well as the Provincial Management forum of HODs: Provide secretarial support services to the Cluster and Cabinet Committee on Economic Development, including, Convening the monthly and special meetings of the Clusters and Cabinet Committee, Overseeing the compilation of agendas and document packs for the meetings and distribution to the relevant Heads of Department and MEC’s, Overseeing the recording of minutes and resolutions of the cluster and cabinet committees, Overseeing the compilation of a decision matrix for each of the meetings and distribution to the Heads of Department. Manage the storage of Executive Council resolutions and documentation in a secure and orderly manner, Deal with queries relating to Executive Council resolutions emanating from departments, Ensure the secure storage of Executive Council memoranda and resolutions,
Ensure compliance with the Cabinet Handbook requirements (MISS). Provide support to the leader of government business, and attend meetings of the Legislature Programming Committee in order to coordinate the programmes of EXCO and the Legislature. Provide Administrative support to the unit, including: Review Executive Support (EXCO, Cabinet and Cluster) performance and make recommendations to improve the efficiency and effectiveness. Supervise and co-ordinate the effective and efficient running and management of the Cabinet Support unit. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility, including: 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.

ENQUIRIES
Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248/49

OTHER POSTS

POST 07/80
DEPUTY DIRECTOR: STRATEGIC HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: (OTP 04/02/2020)
(Re-advertisement)

SALARY
R869 007 per annum (Level 12)

CENTRE
Bisho

REQUIREMENTS
NQF Level 7 degree as recognised by SAQA in Industrial Psychology / Public Administration / Human Resource Management or any other HR related qualification with a minimum of three (03) years’ experience at an Assistant Director Level in Human Resource Management and Development environment. Experience in Organizational and Employee Wellness will be advantageous.

DUTIES
Facilitate, support and monitor the implementation of PMDS, the HRD strategy and identified training and development initiatives in provincial departments; provide advice and support to departments on human resource planning and talent management (including recruitment & selection) programmes and strategies and ensure standardization and compliance; facilitate the development and implementation of provincial policies and strategies relating to employment relations, employee wellness, recruitment & selection and provide advice and support; manage the allocated resources of the sub-directorate in line with legislation and departmental policy directives and comply with governance and planning imperatives.

ENQUIRIES
Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248/49

POST 07/81
PROJECT MANAGER: CIVIL & CONSTRUCTION REF NO: (OTP 03/02/2020)
(One Year Contract)

SALARY
R733 257 per annum (Level 11)

CENTRE
Bisho

REQUIREMENTS
An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. • Six years post qualification experience as a registered Professional Engineer. A valid driver’s license. Compulsory registration with ECSA as a Professional Engineer/Technologist, Project Management experience and qualification will be an added advantage.

DUTIES
Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy.
through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Knowledge of Government infrastructure grants such as INEP, MIG, RBIG will be added advantage. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
ASSISTANT DIRECTOR: SECURITY REF NO: (OTP 07/02/2020)
(Re-advertisement)

SALARY: R376 596 per annum (Level 09)
CENTRE: Bhisho
REQUIREMENTS:
A NQF Level 7 qualification in Security Management/Risk Management/Police Administration/ Policing/Law or Criminal Justice. Minimum 3 years’ experience in the Security related field at supervisory level 7/8. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B or A. A valid driver’s license. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. Successful candidate will also be subjected to security clearance processes (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification).

Knowledge and Skills: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Basic knowledge of electronic security systems relating to access control and close circuit television surveillance. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.

DUTIES:

ENQUIRIES: Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248
POST 07/85 : PERSONAL ASSISTANT REF NO: OTP 08/02/2020 (X2 POSTS)  
(Performance Monitoring & Evaluation & Transformational Programmes)  
SALARY : R257 508 per annum (Level 07)  
CENTRE : Bhisho  
REQUIREMENTS :  
An NQF level 6 in Public Admin or Management/ Office Management or Secretarial Diploma with 1-2 years’ experience within an office support environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).  
DUTIES : Provide a secretarial/receptionist support service to the Chief Director. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the Chief Director. Render an administrative support service to the Chief Director. Manage the travel arrangements and claims for the Office of the Chief Director. Provide support with the administration of the budget. Provide support to the Chief Director during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.  
ENQUIRIES : Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248

POST 07/86 : ADMINISTRATION OFFICER: MORAL REGENERATION MOVEMENT REF NO: (OTP 09/02/2020) (X6 POSTS)  
(One Year Contract)  
SALARY : R257 508 per annum (Level 07)  
CENTRE : Bhisho  
REQUIREMENTS : NQF level 6/National Diploma in Office Administration /Public or Business Administration/ Management with 1-2 years’ experience within an office support environment. Knowledge of Legislative framework that governs the Public Service (PFMA, PSA, PSR & Treasury regulations. An applicant must be able to communicate well in all level, have a report writing skill and be computer literate.  
DUTIES : Provide office support within the directorate: Attend to effective flow of information and documents from and to the department. Safe keeping of all documentation in the department in line with relevant legislation and policies. Coordinate the MRM quarterly meetings, Coordinate the logistics of the meeting (i.e Agenda, Venue & Refreshments), Coordinate the submission of reports from all Districts & Metros, Arrange travelling accommodation for MRM Provincial Committee. Provide support in the facilitation of Provincial MRM programmes: Support the Districts & Metros to develop project plans for all the programmes in the POA. Support the Provincial MRM Committee in identification of actual required resources for each project as per POA. Submit progress reports on the programmes implemented by the Provincial MRM. Coordinate and facilitate the implementation of MRM campaigns across the province: Support & coordinate the MRM engagements platforms in the Districts & Metros for communities to deal with social ills affecting themselves. Facilitate platforms together with Provincial Committee to provide platforms for government departments to educate the communities regarding social ills. Capture issues and prepare reports for submission to the MRM unit for the planning purposes. Support & coordinate the Moral Regeneration Provincial Programme of Action: Consolidate the MRM programmes in all Districts & Metros as assigned for the development of the MRM Provincial Programme of Action. Capture issues raised by MRM Committees in preparations for the development of the Provincial Strategic Plan.  
ENQUIRIES : Can be directed to Messrs. V. Booysen, M. Mbangi Tel No: (040) 609 6290/6424 Or Ms N. Xesha Tel No: (040) 609 6248

POST 07/87 : SECRETARY TO THE CHIEF DIRECTOR: SPECIALISED LITIGATION UNIT REF NO: (OTP 10/02/2020)  
(One Year Contract)  
SALARY : R257 508 per annum (Level 07)  
CENTRE : Bhisho  
REQUIREMENTS :  
An NQF level 6 in Public Admin or Management/ Office Management or Secretarial Diploma with 1-2 years’ experience within an office support environment.
environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

**DUTIES**

Provide a secretarial/receptionist support service to the Chief Director. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the Chief Director. Render an administrative support service to the Chief Director. Manage the travel arrangements and claims for the Office of the Chief Director. Provide support with the administration of the budget. Provide support to the Chief Director during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.

**ENQUIRIES**

can be directed to Mr. V. Booysen/Ms N. Xesha/Ms. N. Mentoor Tel No: 040 609 6290/6248/49

**POST 07/88**

LITIGATION SECRETARY: SPECIALISED LITIGATION UNIT REF NO: (OTP 11/02/2020)
(One Year Contract)

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Bhisho

**REQUIREMENTS**

An NQF level 6 in Public Admin or Management/Office Management or Secretarial Diploma with 1-2 years’ experience within litigation environment. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

**DUTIES**

Provide a secretarial/receptionist support service to the Unit. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the Unit. Render an administrative support service to the Unit. Manage the travel arrangements and claims for the Unit. Provide support with the administration of the budget. Provide support to the Unit during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.

**ENQUIRIES**

can be directed to Mr. V. Booysen/Ms N. Xesha/Ms. N. Mentoor Tel No: 040 609 6290/6248/49

**DEPARTMENT OF PUBLIC WORKS**

_The Department of Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to._

**APPLICATIONS**


**FOR ATTENTION**

Ms N.H Malgas

**CLOSING DATE**

06 March 2020

**NOTE**

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

POST 07/89 : QUANTITY SURVEYOR: GRADE A (BUILDINGS) REF NO: DPW 01/02/2020

SALARY : R618 732 per annum (OSD) (An all-inclusive remuneration package)

CENTRE : Amathole Regional Office (East London)

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

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

ENQUIRIES : can be directed to Ms L. Magama Tel No: (043) 711 5772 or Ms Mdoda Tel No: (040) 602 4140.

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William’s Town, for the attention of Mr. M Madonci or Post To The Director: HRA; Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Mr M. Madonci Tel No: (043) 605-5110. Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mount Ayiff, 4735 or hand deliver at Room 7 Mt Ayiff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Zondo at Tel No: (039) 254 0900. Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at Tel No: (043) 711 6626. Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula. Enquiries may be directed to Mr M. Yonana at Tel No: (043) 705-5650/Ms P. Kula Tel No: (043) 705-5638. Chris Han: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebdon Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at Tel No: (045) 808-3709. Joe Gqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at Tel No: (051) 633-1616 or Mr S Luzipho at Tel No: (051) 633-1609. Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750. Sarah Baartman: The District Directot, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at Tel No: (046) 636-1484. O.R. Tambo: The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th
CLOSING DATE: 06 March 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 short-listed 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 07/90

SOCIAL WORK POLICY MANAGER: CONDITIONAL GRANT REF NO: DSD 03/02/2020 (X2 POSTS)

(1 Year Renewable Contract)

SALARY:
Grade 1: R794 889 per annum

CENTRE:
Head Office

REQUIREMENTS:
Grade 12/ Matric plus B Degree in Social Work. 10 years’ minimum experience in Social Work practice with community development, project management, monitoring and evaluation and research work. 5 years with supervision and management experience. Competencies: Management and administration skills, Conflict Management, Change Management and negotiation skills. Problem Solving skills, Project Monitoring and evaluation skills (Project Management), Operations Management, Financial management skills, report-writing and presentation skills, computer literacy. Implementation of Pillar 1 (Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children through facilitation of implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person/citizen of this country can provide support to victims of crime and make our communities safer and caring and raise awareness education for the communities, provide support for strengthening of integrated prevention programmes on VEP in all Districts. Render a support function to all the Districts on prevention programmes, Audit training needs, develop training and development initiative within Districts, Fast track operations to promote District service delivery. Receive and consolidate reports from the two organisations responsible for management of Everyday Heroes Ambassadors in Districts, Monitor and evaluate District operations in relations to 365 days’ action campaign.

DUTIES:
Coordinate Pillar 1 of the POA, Coordinate implementation of Everyday Heroes Brand and management of two appointed organisations ensuring that implementation of key policies and programmes as well as alignment with National and Provincial directives are observed. Ensure implementation of Batho Pele at all the Districts and areas, Monitoring and Evaluation systems within Districts, areas and service offices. Manage the development of partnerships with civil society and the private sector.

ENQUIRIES:
can be directed to Ms A Njaba at 043 605-5101 OR Mr M. Madonci 043 605-5110
POST 07/91

DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD 01/02/2020

SALARY: R733 257 per annum (Level 11)
CENTRE: Provincial Office
REQUIREMENTS: A three year tertiary qualification in Public Management/Financial Management/Financial Accounting/Public Finance coupled with a minimum of five (5) years’ relevant experience, three (3) of which should be at a managerial/Assistant Director level in Financial Management. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Practical knowledge of PFMA and SCM Policy Framework. 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 license.

DUTIES: Coordinate executive administrative support to the Head of Department. Provide effective financial internal control measures for documents submitted for approval by the HOD to ensure compliance to the financial management legislative framework. Assist in compiling IYM report for the office. Assist in developing policies, strategies and procedure manuals aimed at improving service delivery of the office and ensure compliance in terms of mandates. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: can be directed to Ms A Njaba at Tel No: (043) 605-5101 or Mr M. Madonci Tel No: (043) 605-5110

POST 07/92

DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSD 02/02/2020

SALARY: R733 257 per annum (Level 11)
CENTRE: Provincial Office
REQUIREMENTS: Grade 12 plus a recognized National Diploma/Degree in Supply Chain Management/Financial Management/Purchasing Management/Business Management/Public Management. A minimum of 5 (five) years working experience in Supply Chain Management of which least three (3) years must be at supervisory level (Assistant Director) management level. A valid driver’s license; Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts; In-depth knowledge of Supply Chain Management Systems, Competencies: Ability to meet deadlines; Ability to interact at strategic level and implement turn-around strategies; Service delivery orientated; Must be prepared to work under pressure and preparedness to work overtime, when required as well work independently. Must be able to analyse and interpret financial information (numerical and analytical); Excellent planning, project and organizational skills; Excellent leadership skills; Excellent Written and Verbal Communication Skills; Excellent report writing skills Good interpersonal relations; Must be able to handle customers Interpersonal relations as well as excellent conflict management skills; Must have the ability to interpret and present policies, reports and other prescripts; Experience in computer literacy in MS Office (MS Word, MS Excel, PowerPoint and MS Outlook).

DUTIES: Responsible for the supply chain management processes of the organization (acquisition to Logistic management) Monitor and managing tender processes; Monitor and ensure timeous processing of quotations and open bids. Preparation of disclosure notes to the Financial Statements that include the awarded financial commitments of contracts and orders; Compilation, implementation and reporting on the operational and risk plans related to supply chain management; Continuously evaluate cost efficient of the Supply Chain Management control process and initiate improvement; Monitor, ensure and formulize customization of SCM policies and procedures to suit the needs of the organization; Responding to Parliamentary questions within the required timeframes; Attending to Supply Chain Management audit queries; Provide an ongoing basis support services to the organization as well supply chain advisory; Ensure all acquisition procedures comply with Supply Chain Management and Treasury Regulations and ensure that all bidding
procedures are within the applicable legislative framework and prescripts by National Treasury. Serve on committees e.g. Bid Evaluation Committee; Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff; Maintaining and reporting of noncompliance in SCM; Maintaining and reporting of deviations as well updating the register on bids and deviations; Deal with queries relating to processing of requisitions and orders within the SCM process; Monitor and ensure effective sufficient system related to SCM are implemented in the organization; Supervise the Demand and Compliance sections as and when required.

ENQUIRIES : can be directed to Ms A Njab 043 605-5101 OR Mr M. Madonci 043 605-5110

POST 07/93 : SOCIAL WORK SUPERVISOR GRADE 1 REF NO: DSD 04/02/2020

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

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

ENQUIRIES : can be directed to Ms A Njaba at Tel No: (043) 605-5101 or Mr M. Madonci Tel No: (043) 605-5110

POST 07/94 : SOCIAL WORKERS GRADE 1 REF NO: DSD 05/02/2020

SALARY : R257 592 per annum
CENTRE : BCM Zwelitsha Local Service Office
REQUIREMENTS : Senior Certificate, a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver’s license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well—being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem—solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES : Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and
Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

ENQUIRIES

can be directed to Ms A Njaba at Tel No: (043) 605-5101 or Mr M. Madonci Tel No: (043) 605-5110

POST 07/95

CHILD & YOUTH CARE SUPERVISOR GRADE 1 REF NO: DSD 07/02/2020

SALARY

R199 188 per annum

CENTRE

OR Tambo: Qumbu Secure Centre

REQUIREMENTS

An appropriate NQF Level 4 (Grade 12) or equivalent qualification. A minimum of 10 years’ appropriate experience in child and youth care work post after obtaining the required qualification. 5 years’ experience in a substance abuse environment. Computer literacy. A valid driver’s license will be an added advantage as well as FET or BQCC Qualification in Child and Youth Care. Competencies: Managerial and leadership skills. Knowledge of the relevant policies pertaining to childcare. Be able to implement and manage administrative procedures, and new development and methodologies in childcare work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organizing skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.

DUTIES

Supervise staff to ensure an effective care service. Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Keep up to date with new developments in the child and youth care and substance abuse field. Supervise and perform clerical/administration functions. Compile shift schedule for child and youth care workers and team leaders.

ENQUIRIES

can be directed to Ms A Njaba at 043 605-5101 OR Mr M. Madonci 043 605-5110

POST 07/96

ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD 08/02/2020

SALARY

R140 958 per annum

CENTRE

Chris Hani: Intsika Yethu (Cofimvaba)

REQUIREMENTS

Standard 10/ Grade 12 / equivalent certificate. Proficiency in computers and inventories would be an added advantage. Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.

DUTIES

Must have knowledge and understanding of human behavior and social systems. Must have knowledge and understanding of the inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Must be able to manage the relations with all relevant role players, internal and external (e.g. in department/provinces, NGOs, local community structures. Must be able to coordinate the identification, facilitation and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery area. Must be able to conduct research relating to community development work. Must be able to interpret, implement and give guidance on policies and legislation related to community development.

ENQUIRIES

can be directed to Ms A Njaba at 043 605-5101 OR Mr M. Madonci 043 605-5110

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS

Head Office: Enquiries – Mrs. R. Swartbooi Tel No: (043) 492 0949; Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and
Culture, Private Bag X0020, Bisho, 5605, Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605

Amathole District: Enquiries Mr. Trevor Jantjies Tel No: (043) 704 7806/083 454 9993 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 or Hand deliver to: No. 16 Commissioner Street, Old Elco Building, East London, 5201

Chris Hani District: Attention Mr. X. Kwanini Tel No: (045) 492 0030/065 596 8907 Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Mhtata, 5100, Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.

OR Tambo District: Attention Ms. N. Kenqa Tel No: (047) 502 9211/079 554 6886 Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mhtata, 5100, Hand deliver to: employee Performance Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.

CLOSING DATE: 06 March 2020 at 12H00

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

OTHER POSTS

POST 07/97: ASSISTANT DIRECTOR: RECREATION DEVELOPMENT REF NO: DSRAC 01/02/2020

SALARY: R470 040 per annum (Level 10) (An all-inclusive remuneration)

CENTRE: Amathole District

REQUIREMENTS: A Senior Certificate plus a National Diploma in Sport Management or Human Movement Science Studies with at least 3 years’ experience in the field of recreation at supervisory level. Knowledge of sport and recreation related government prescripts in particular those focusing on sport and recreation development, such as National Sports Plan. Sound knowledge of MPP grant framework, knowledge of Public Service Act, Public Service Regulation, Employment Equity Act, Public Service Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management Development System (EPMDS) and other applicable government prescripts. Planning, organizational, communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A valid driver’s license.

DUTIES: Assist in management of sub-directorate staff and implementation of EPMDS. Assist in managing budget, compile business plans and operational plan for
recreation section. Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub-directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the system of the department. Facilitate the process of recreation development, transformation working with recreation structures, and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Assist in managing and eliminating risk hazards within the section being guided by the policies of the department and public service regulations. Assist manage the coordination of activities and festivals at hub, local and district levels. Facilitate programmes that promote moral regeneration and a healthy lifestyle.

ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: 043 492 0949

POST 07/98 : ASSISTANT DIRECTOR: MUSEUM & HERITAGE REF NO: DSRAC
02/02/2020

SALARY : R470 040 per annum (Level 10) (An all-inclusive remuneration)

CENTRE : OR Tambo District

REQUIREMENTS: A Senior Certificate plus a National Diploma in Social Science (Historical/Heritage Studies) with 3 years’ experience working in a Museum (Specifically Cultural Heritage Environment) at supervisory level. Knowledge of government prescripts and policies in Heritage and Museum. Good presentation skills. Good verbal and written communication skills. Good interpersonal skills. A valid driving license.

DUTIES: Managing the section of Museum and Heritage in the District. Develop and promote Museum and Heritage in the district. Ensure compliance with statutory requirements within the section. Monitor and managing the budget of the section. Planning of budget and operational plans. Reporting of activities and project monthly, quarterly and annually. Manage identification development and promotion of both tangible and intangible Cultural Heritage and indigenous knowledge systems. Strength relations with local authorities, indigenous traditional and religious leaders. Supervise staff and provide support to the section.

ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: 043 492 0949

POST 07/99 : ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: DSRAC
03/02/2020

SALARY : R470 040 per annum (Level 10) (An all-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS: A Senior Certificate plus a B.A degree with seSotho and English/Afrikaans as major subjects; or a Degree/ Diploma in Translation/ Interpreting Studies in seSotho and English/Afrikaans. A post graduate qualification in Languages will be an added advantage: a minimum of 3 years’ experience in translation and interpreting at supervisory level. Good written and verbal communication skills. Ability to translate technical and legal documents to and from seSotho and at least one of the other Eastern Cape official languages. Proficiency in spelling and grammar. Experience and knowledge in publishing and creative writing. Should be able to work independently and under pressure. Knowledge and understanding of prescripts in the field of languages. Sound knowledge of EPMDs and PFMA and other government prescripts. Good report-writing and presentation skills; creative thinking, problem solving skills and be self-driven. Computer literacy and good interpersonal relations; knowledge of Excel and PowerPoint; knowledge of South African Sign Language or willingness to learn it. Driver’s license is a must.

DUTIES: To implement approved operational plan; coordinate language services programmes; supervise subordinates on translation and interpreting services in the province. Provide and facilitate language related development initiatives, such as supporting the language structures in the other official languages of the province including dialects; support such programmes as International Translation Day and workshops. Proof-read and edit translated seSotho documents. Provide interpreting services when necessary. To provide guidance in publication of manuscripts. To monitor language units in other government departments on implementation of Eastern Cape Use of Official Languages Act.
ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949
NOTE: Preference will be given to qualifying female applicants

POST 07/100: ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: DSRAC 04/02/2020

SALARY: R376 596 per annum (Level 09) (An all-inclusive remuneration)
CENTRE: Head Office


ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

POST 07/101: ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: DSRAC 05/02/2020

SALARY: R376 596 per annum (Level 09) (An all-inclusive remuneration)
CENTRE: Head Office

DUTIES: Ensure compliance with all elements within SCM, policies and procedures that regulate and govern supply chain management processes. Provide an efficient Supply Chain Management service. Assist management to implement and maintain procurement systems. Check Procurement request in accordance with and in adherence with procurement policies and procedures and proper usage of supplier’s database to achieve BBBEE targets. Ensure proper update of procurement Registers for requisitions. Prepare monthly procurement reports. Check and monitor requisitions captured on SRM. Follow up with HPC for creating purchase orders. Expedite purchase orders. Monitor progress of the unit and report to management on weekly basis. Ensure all GRVs are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to procurement, provide advice and guidance as and when required. Provide guidance and support to End-users. Facilitate all contract management processes. Update contract management registers. Ensure proper control and management of stores.
Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit.

<table>
<thead>
<tr>
<th>ENQUIRIES</th>
<th>POST 07/102</th>
<th>LABOUR RELATIONS PRACTITIONER REF NO: DSRAC 06/02/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R316 791 per annum (Level 08) (An all-inclusive remuneration)</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Amathole District</td>
<td></td>
</tr>
<tr>
<td>DUTIES</td>
<td>Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports. Facilitate the implementation of the District Wellness Program.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENQUIRIES</th>
<th>POST 07/103</th>
<th>SENIOR PROVISIONING ADMIN OFFICER REF NO: DSRAC 07/02/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R316 791 per annum (Level 08) (An all-inclusive remuneration)</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office</td>
<td></td>
</tr>
<tr>
<td>DUTIES</td>
<td>Render and Coordinate Acquisitioning services, ensuring the issuing of orders and they have been issued in accordance with the SCM Policy, Treasury Regulations, BB BEE and Preferential Procurement Act. Must be able to do follow ups on manual orders and ensure that the Logis orders are issued. Good administration knowledge and skills are a requirement.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENQUIRIES</th>
<th>POST 07/104</th>
<th>PRINCIPAL HR OFFICER REF NO: DSRAC 08/02/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R257 508 per annum (Level 07) (An all-inclusive remuneration)</td>
<td></td>
</tr>
<tr>
<td>CENTRE</td>
<td>Chris Hani District</td>
<td></td>
</tr>
</tbody>
</table>
ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

POST 07/105: ADMIN OFFICER: COMPLIANCE MANAGEMENT REF NO: DSRAC 09/02/2020

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

CENTRE: Head Office

REQUIREMENTS:

DUTIES:
To render Compliance services to all sub sections of Supply Chain Management. Review Supply Chain Management compliance before an official order is issued. Compile and monitor Risk Register. Compile MPAT submissions for SCM. Facilitation and monitoring of SCM budget. Coordinate Supply Chain PDMS. Timeous submission of EC’s to Finance. Submission of budget adjustments on time. Compilation of vote 14 when shifting of funds with the Directorate is need.

ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: (043) 492 0949

POST 07/106: ADMIN CLERK: LOGISTICS AND STORES MANAGEMENT REF NO: DSRAC 10/02/2020 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)

CENTRE: Head Office

REQUIREMENTS:
Grade 12/ NQF level 4 with no experience. Computer Literacy. Knowledge of Supply Chain legislations and Records Management. Good verbal and written communication skills are needed. Certificate of electronic Filing System. Must have ability to work under pressure. Sound knowledge of customer care. Certificate in Records Management and implementation of File plan. One (1) year Public service internship programme experience will be given preference.

DUTIES:

ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: 043 492 0949

POST 07/107: ADMIN CLERK – ARCHIVES (DIGITISATION) REF NO: DSRAC 11/02/2020 (X9 POSTS)

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

CENTRE: Head Office

REQUIREMENTS:
A Senior Certificate plus Diploma in Archives and Records Management with 2 years' experience in the records management field. Knowledge of electronic records management systems and digitised archiving. IT skills. Excellent report writing ability. Computer Literacy, good communication skills (written and verbal). Good interpersonal relations and leadership skills. Must be in possession of a valid code 08 driving license.

DUTIES:
Preparation of records for the actual digitisation. Auditing of files. File retrieval from strong-rooms. Arrangement and description of archival records. Sorting and itemisation of records according to nature of paper material. Capturing records and finding aids electronically. Writing reports.

ENQUIRIES: can be directed to Mrs. R. Swartbooi Tel No: 043 492 0949
DEPARTMENT OF TRANSPORT

The Department of Transport 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: Should be directed to The Department of Transport, Office no. A48, 32 Fleming Street, Stellenbosch Park, Schorvenil, King William’s Town. Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605.

FOR ATTENTION: Mrs N. Ntozakhe

CLOSING DATE: 06 March 2020

NOTE: Applications must be submitted on a Z83 Form, obtainable from 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 ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence 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 short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

Successful candidates will also be subjected to security clearance processes. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes.

People management
Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives.

ENQUIRIES: Mr. Ngcobo Tel No: (043) 604 7455 Ext 7455