

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

- APPLICATIONS** : Should be directed to: The Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605 Hand Delivery: Phalo House, Phalo Avenue, Bhisho
- FOR ATTENTION** : Mr T. Gantsho
- CLOSING DATE** : 03 April 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/](http://www.dpsa.gov.za/) or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All shortlisted candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

**MANAGEMENT ECHELON**

- POST 11/54** : **GENERAL MANAGER: ECONOMIC DEVELOPMENT REF.NO: DEDEA/2020/03/01**
- SALARY CENTRE REQUIREMENTS** : R1 251 183 – R1 495 956 per annum (Level 14)  
 : King Williams Town  
 : Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA) majoring in Economics, Business Economics, Business Management. A Master's degree in the same will be an added advantage. In addition, minimum of (5-10) years' experience in an Economic Development environment at a senior managerial level. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is required.
- DUTIES** : Direct the development and implementation of economic development policies, sector strategies and programmes. Direct the development and implementation of tourism policies and strategies. Direct and manage trade promotion and investment facilitation. Direct and manage enterprise development and Local & Regional Economic development policies, strategies and programmes. Direct economic development initiatives in line with the National Development Plan, Provincial Development Plan, Provincial Economic Development Strategy and relevant sector strategies. Strategically direct consumer protection and business regulatory services. Manage and oversee performance of DEDEAT Public Entities. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives
- ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
- POST 11/55** : **DIRECTOR: TRADE AND INVESTMENT PROMOTION REF.NO: DEDEA/2020/03/02**  
 (Re –Advertisement)

**SALARY** : R1 057 326 – R1 245 495 per annum (Level 13)  
**CENTRE** : King Williams Town  
**REQUIREMENTS** : Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA) or equivalent qualification majoring in Economics/Business Management/Marketing in trade or investment environment. A postgraduate degree in the same will be an added advantage. In addition, minimum of five (5) years' experience at a middle/ senior management level in at least Trade Promotion, Trade negotiations, Investment facilitation environment. Knowledge and understanding of the Eastern Cape Economy and relevant economic sectors. The following skills and attributes are required: Policy development and Implementation, Advanced computer literacy, Financial Management, Quantitative Capability, Research Management, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. Valid driver's license required.

**DUTIES** : Manage and coordinate policy and strategy development and implementation thereof. Manage the development of trade and investment promotion instruments. Manage processes to monitor, evaluate and report on the sustainable impact of trade and investment promotion policies, strategies, programmes and instruments. Manage the provisions of technical advisory and support services to the DEDEAT Group. Establish partnerships to support trade and investment promotion programmes, projects and departmental policy directives. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

**POST 11/56** : **REGIONAL DIRECTOR REF. DEDEA/2020/03/03**

**SALARY** : R1 057 326 – R1 245 495 per annum (Level 13)  
**CENTRE** : Chris Hani Region  
**REQUIREMENTS** : Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA) or equivalent qualification majoring in Economic Management and/or Environmental Management. 5 Years' experience in the area of economic development or environmental management at middle/senior managerial level. Executive management experience and technical skills of the core business practices of the Department. The following skills and attributes are required: Policy development and Implementation, Advanced computer literacy, Financial Management, Quantitative Capability, Research Management, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. Valid driver's license required.

**DUTIES** : Facilitate, at a strategic level, the alignment of Municipal Planning processes with the province's economic and business development strategy and instruments. Coordinate processes, at a strategic level, with metro, district and local municipalities to enhance compliance with NEMA, national and provincial environmental management norms and standards. Lead and coordinate inter-governmental economic and business development processes within the area of operation to inter alia ensure an integrated development approach, prevent duplication, sustainability and coordinate processes to unblock identified implementation barriers. Manage and direct cluster coordination processes at local and regional level to synchronise national, provincial, local, private and civil society economic and business development initiatives. Oversee processes to identify and mainstream "green" initiatives in support of sustainable economic growth and creation of decent jobs in the area of operation. Coordinate and oversee the provisioning of technical environmental management support services to local government institutions within the area of operation.

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

#### OTHER POSTS

**POST 11/57** : **DEPUTY DIRECTOR: TOURISM DEVELOPMENT REF.NO: DEDEA/2020/03/04**

**SALARY** : R733 257 – R863 748 per annum (Level 11)  
**CENTRE** : King Williamstown

- REQUIREMENTS** : Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA) Majoring in Tourism/Hospitality Sciences. 5 Years' supervisory experience in the Tourism industry of which 3 years must have been at the Assistant Manager level. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is required.
- DUTIES** : Promote quality products and responsible tourism practices. Develop and maintain monitoring and evaluation instruments, norms and standards to measure the impact of tourism growth and development instruments. Analyse data and develop impact reports. Provide early warning services to senior management. Identify the resource (financial, human and equipment) needs of the Sub-Directorate required to optimally support the implementation of the Work Plan. Supervise the effective and efficient utilisation of the financial resources of the Sub-Directorate. Monitor evaluate and report on the effective and efficient utilisation (value for money) of allocated resources. Provide input on strategic, annual and work planning processes for the Directorate and generate the prescribed performance reports. Identify the utilisation of technology in support of the Sub-Directorate's business processes and initiate processes acquire such technologies.
- ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
- POST 11/58** : **ASSISTANT DIRECTOR: CONSUMER PROTECTION REF. NO: DEDEA/2020/03/05**
- SALARY CENTRE REQUIREMENTS** : R376 596 – R454 920 per annum (Level 9)  
: Joe Gqabi Region  
: Senior Certificate, B. Degree (NQF level 7) qualification in Law, Consumer Protection. Legal background and experience in Consumer Protection will serve as an advantage. In addition, 2 - 3 years' relevant experience of which 1 year must be a supervisory experience. Broad understanding of all consumer protection legislation. Strong technical skills and people management skills. Computer literacy. Must be in possession of a valid driver's license. Supervisory Experience and knowledge of the region and willingness to travel across the region and between Head Office and region will be an added advantage.
- DUTIES** : Manage and direct processes to analyse consumer awareness trends within the area of operation. Manage and coordinate processes to develop a strategy to promote and empower consumers on their rights and obligations in terms of the legislative and policy framework. Develop collaborative strategic relationships with stakeholders and non-governmental structures within the area of operation to muster support for the roll-out of the awareness strategy. Oversee processes to monitor, evaluate and report on the impact made by the implementation of the district consumer awareness strategy and facilitate corrective action where required. Manage the provisioning of mediation services between the consumers and service providers to resolve disputes fairly and amicably. Coordinate processes to refer unresolved complaints to the Consumer Tribunal, monitor progress and inform affected consumers accordingly. Monitor and evaluate consumer complaint trends in the area of operation and develop strategies to mitigate the impact of such trends. Engage with organised business and individual businesses on identified trends and strengthen awareness on applicable legislation and good practice arrangements as a preventative mechanism. Oversee and direct the development and maintenance of a district specific database for consumer affairs. Manage the provisioning of a "one-stop" information services on consumer matters in the area of operation.
- ENQUIRIES** : can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

#### **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** : 03 April 2020, 15h45.

**NOTE** : 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 11/59** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT REF.NO: ECDOE D-OD/01/03/2020**

Purpose: To provide advice and professional support to ensure that the organisational objectives are supported by an adequate and streamlined establishment. To manage the provisioning business process management and organisational effectiveness optimisation services. To establish and sustain an organisational effectiveness and change management function. To management the change management interventions that contribute to the creation of an effective organisation culture which recognises and values both individual and team contributions to organisational effectiveness

**SALARY** : R1 057 326 per annum (Inclusive package) the successful candidate will be required to sign a performance agreement

**CENTRE** : Head Office – Zwelitsha

**REQUIREMENT** : Senior Certificate, B. Degree (NQF level 7) qualification as recognized by SAQA) in Human Resources/ Psychology/ and or Behavioural Sciences. A post graduate qualification will be an advantage. A minimum of 5 years' experience in a middle management position, specifically in the field of OD, change management, or strategy development environment. A valid code 08 driver's license is essential.

**DUTIES** : Design and implement an Organisational Development Strategy in support of the Department's objectives. Facilitate the development Business Process Management. Facilitate strategic interventions in the areas of Organisational Development and Change Management. Promote organisational effectiveness and change management competencies through education, partnership and consultation. Ensure compliance with relevant prescripts and directives. Integration of organisational culture, vision and values across the Department. Ensure that a conducive environment is maintained to support the wellness of employees. Management of Employee Relations. Provide leadership to the Organisational Development team in collaboration with other Human Resource functions.

**ENQUIRIES** : Mr T Maseou Tel No: (040) 6084537

#### **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 Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Zondo at Tel No: (039) 2540900

**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) 7116626

**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 Hani:** The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden 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, 10<sup>th</sup> floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at Tel No: (047) - 5310944.

**CLOSING DATE**  
**NOTE**

: 03 April 2020.  
: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

**MANAGEMENT ECHELON**

**POST 11/60**

: **DISTRICT DIRECTOR: AMATHOLE DSD 01/03/2020 & OR TAMBO REF NO: DSD 02/03/2020 (X2 POST)**

**SALARY**  
**CENTRE**

: R1 057 326 per annum (Level 13)  
: Provincial Office

- REQUIREMENTS** : Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development with at least 5 years proven managerial experience. Sound Knowledge of Public Management Framework will serve as a recommendation. Post graduate Degree will be an added advantage. A valid driver's license is the must. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.
- DUTIES** : Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Ms A Njaba Tel No: (043) 605-5110

#### **OTHER POSTS**

**POST 11/61** : **NAME: DEPUTY DIRECTOR: ADMINISTRATION REF NO: DSD 03/03/2020**

- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11)  
: Alfred Nzo: Mount Frere
- REQUIREMENTS** : Senior Certificate, B. Degree (NQF Level 7) in Public Administration or equivalent qualification. 3 to 5 years' relevant experience of which 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.
- DUTIES** : Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyze and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 Or Ms A Njaba Tel No: (043) 605-5110

**POST 11/62** : **SOCIAL WORK SUPERVISOR GR1 Ref No. DSD 04/03/2020 (X7 POSTS)**

- SALARY CENTRE** : R384 228 per annum  
: Amathole: Komga Service Office, Ngqamakwe Service Office, Willowvale Service Office. BCM: District Office. Chris Hani: Intsika Yethu LSO. or Tambo: Mthatha Area Office; NMM: Uitenhage LSO
- REQUIREMENTS** : Senior Certificate, B. Degree (NQF Level 7) 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).
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Ms A Njaba Tel No: (043) 605-5110
<b><u>POST 11/63</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GR1 (SERVICE OFFICE MANAGER) REF NO. DSD 05/03/2020)</u></b> (Re-advertised)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R384 228 per annum Sarah Baartman: Grahamstown Service Office (1 Post) Senior Certificate, B. Degree (NQF Level 7) in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies. Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in a highly unionized environment. 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 management.
<b><u>DUTIES</u></b>	:	Undertake social work research, development and contribute to the development of policies. Ensure that all the administration functions required in the Service Office are performed to the required standard. Coordinate, facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community-based Care and integrated and development programmes. Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
<b><u>POST 11/64</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT (INFORMATION SECURITY) REF NO: DSD 06/03/2020)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 9) Provincial Office - King Williams Town Senior Certificate, B. Degree/Diploma (NQF Level 7/6) in Security Management/Risk Management/Police Administration/Policing/Law or Criminal Justice. Minimum 5 years' experience in the security field of which 3 should be on a supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's license. SSA Security Managers course, SAMTRAC and Project Management will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to security clearance processes. 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**

: Implementation of minimum information security measures to safeguard sensitive government information and assets. Implementation and monitoring compliance of/with the Minimum Information Security Standards (MISS) in the Department. Participation in the compliance related committees in the Department. Compiling and reviewing of relevant directives and measures relating to information security. Implementation of Document/Information Security in the Department. Implementation of the Departmental security directive relating to document security. Participation in the Departmental records management forum and ICT Compliance Committee. Classification and Categorization of Departmental documents. Monitoring of compliance with the implementation of directives and measures. Review of directives. Implementation of Personnel Security in the Department. Implementation of the Departmental Personnel security directive. Coordinate implementation and monitor security vetting application processes and personnel suitability checks. Coordinate application processes relating to company screening. Facilitate processes relating to foreign visits conducted by officials of the Department. Implementation of communication security provisions and prescripts in the Department. Develop and implement communication security measures related to sensitive information and equipment. Conduct in-house security investigations relating to information security breaches. Implementation of Departmental security directive: breach of security. Investigate all sensitive information related security breaches occurring at the Provincial Office and compile relevant reports to recommend mitigation. Investigations can be conducted in Districts on invitation. Conduct information security awareness campaigns. Identify threats and risks related to information security. Compile annual awareness plan to include presentations, posters, ICT pop-up messages, etc. Conduct security awareness at the Provincial Office and on invitation in the Districts.

**ENQUIRIES**

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

**POST 11/65**

: **ASSISTANT DIRECTOR: FINANCE REF NO: DSD 07/03/2020**

**SALARY**

: R376 596.per annum (Level 9)

**CENTRE**

: Joe Gqabi

**REQUIREMENTS**

: Senior Certificate, B. Degree (NQF Level 7) in Financial Management or equivalent qualification with five(5) years relevant experience of which three (3) years must have been at a supervisory level in the relevant field OR Matric with (10) years working experience in financial management of which three(3) years should have been at supervisory level. A valid South African driver license in prerequisite. Computer literacy Competencies: Knowledge of and practical experience in the Basic Accounting System, Supply chain Management and budget processes in Government. The ability to work extended hours, the ability to work under pressure. Good Communication skills. Sound analytical, statistical and problem-solving skills.

**DUTIES**

: Manage all budget control duties as specified in the PFMA and Treasury Requirements. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk.

**ENQUIRIES**

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



<b><u>POST 11/66</u></b>	:	<b><u>ASSISTANT DIRECTOR: NPO REF NO: DSD 08/03/2020</u></b> (Re-advertised)
<b><u>SALARY</u></b>	:	R376 596.per annum (Level 9)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, B. Degree (NQF Level 7) with Accounting/Internal Auditing with Accounting with five (5) years relevant experience of which three (3) years must have been at a supervisory level in the relevant field. A valid South African driver license in prerequisite. Computer literacy and BAS/SDIMS. Competencies: Knowledge of PFMA, treasury regulations and PFA. Knowledge of BAS and Sdims, Good Communication skills, verbal and written. Ability to work under pressure and meet deadlines. Strong Excel Spreadsheet proficiency. Knowledge of and experience in the Social Development Sector
<b><u>DUTIES</u></b>	:	Analyse financial data and compile financial reports. Support Districts on funding and disbursement processes. Liaise with Core Programs on allocated budget for the NPO Sector and related modalities. Prepare and present expenditure reports for the Province. Monitor & report on spending trends. Analyse NPOs' spending trends to relate to further allocations. Follow up and improve on Audit Findings. Monitor claim submission by Districts effective and efficient risk.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
<b><u>POST 11/67</u></b>	:	<b><u>SOCIAL WORKERS GR1 REF NO: DSD 09/03/2020 (X14 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 592 per annum
<b><u>CENTRE</u></b>	:	Amathole: (Dutywa Service Office, Cathcart Service Office), BCM: (Zwelitsha LSO), NMM: (District Office, Motherwell Service Office, Ernes Malgas Treatment Centre), Sarah Baartman: (Janseville Service Office), OR Tambo: (Lusikisiki Service Office, Libode Area Office, Ngqeleni Service Office, Ngquza Hill LSO, KSD Area Office, KSD Area Office, Umthatha Area Office).
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, B. Degree (NQF Level 7) 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
<b><u>POST 11/68</u></b>	:	<b><u>STATE ACCOUNTANT: NPO MANAGEMENT (2 POSTS)</u></b> (Re-advertised)
<b><u>SALARY</u></b>	:	R257 508 per annum (level 7)
<b><u>CENTRE</u></b>	:	Sarah Baartman: Grahamstown Local Service Office Ref No: DSD 10/03/2020 (1 post) Humansdorp Local Service Office Ref No: DSD 11/03/2020 (1 Post) Graaf Reinet Local Service Office Ref No: DSD 12/03/2020 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Finance or Internal Auditing with three years relevant experience or Senior Certificate with at least five years relevant experience working in finance administration. Computer Literacy. Previous work with NPO's will be an added advantage.

		Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and Persal.
<b><u>DUTIES</u></b>	:	Prepare claims in line with budget. Expedite submission of claims by NPO's. Reconcile expenditure with budget. Maintain database of NPO's. Prepare monthly and annual expenditure reports.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
<b><u>POST 11/69</u></b>	:	<b><u>STATE ACCOUNTANT REF.NO: DSD-13/03/2020</u></b> (Re-advertised)
<b><u>SALARY</u></b>	:	R257 508 per annum (level 7)
<b><u>CENTRE</u></b>	:	Sarah Baartman: District Office (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Finance or Internal Auditing with a minimum of two (2) years' relevant experience OR Senior Certificate (Matric) with at least 10 years' relevant experience. Computer Literacy. A valid South African driver's license will be an added advantage. Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and Persal.
<b><u>DUTIES</u></b>	:	Manage and effect employee deductions. Draw Persal exceptions and identify reconciling items Perform Peral/Bas reconciliation. Approve Bas/Persal transaction. Maintain proper filling of documentation. Clear and reconcile suspense accounts. Render tax administration and distribution services for the department. Prepare monthly and yearly tax reconciliations. Render distribution of payrolls and pay slips also supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
<b><u>POST 11/70</u></b>	:	<b><u>ADMIN OFFICER: NPO (COMPLIANCE AND MONITORNG) (2 POSTS)</u></b> (Re-advertised)
<b><u>SALARY</u></b>	:	R257 508 per annum (level 7)
	:	Sarah Baartman: Grahamstown Local Service Office Ref No: DSD 14/03/2020 (1 Post)
	:	Humansdorp Local Service Office Ref No: DSD 15/03/2020 (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Administration/ Accounting/equivalent qualification plus a minimum of 2 years practical experience OR Grade 12/equivalent qualification with five (5) years relevant experience in administration environment. Previous work with NPO's will be an added advantage. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.
<b><u>DUTIES</u></b>	:	Manage the claim submission process of NPO's. Conduct records and document management both manually and electronically. Update and process information from the helpdesks. Update and process information from the NPO's.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
<b><u>POST 11/71</u></b>	:	<b><u>ADMIN. OFFICER – CRIME PREVENTION SUPPORT REF NO: DSD 16/03/2020</u></b>
<b><u>SALARY</u></b>	:	R257 580 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Provincial Office Office)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Public Management or Financial Management. Computer literacy certificate. A valid South African driver's license is an added advantage. Competencies: Extensive Knowledge of procurement and provisioning administration Understanding of SCM policies, procedures and processes, PFMA and applicable treasury regulations. Knowledge and experience of departmental MIS system, Understanding of Human Resources Management policies, procedures and processes. Computer Literacy (Word, Excel, PowerPoint).
<b><u>DUTIES</u></b>	:	Request BAS and LOGIS reports for the reconciliation purposes. Provide supply chain clerical support services, capture and consolidate performance information. Ensure timeous submission of claims by the District Office and Provincial Office for funding and/or payment. Submit weekly, monthly and

- quarterly reports. Ensure compliance with the departmental policies and regulations, Check record and ensure that proper filing is done Attend all payment related queries. Prepare monthly accrual reports. Reconcile commitments and suppliers accounts.
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/72** : **PROV ADMIN OFFICER REF NO: DSD 17/03/2020**  
(Re-advertised)
- SALARY** : R257 508 per annum (level 7)  
**CENTRE** : Sarah Baartman: District Office  
**REQUIREMENTS** : Senior Certificate, B. Degree/National Diploma (NQF Level 6/7) in Administration or equivalent qualification with two (2) year's relevant working experience OR Senior Certificate (Matric) with 10 years' relevant experience. Computer literacy. Knowledge of MIS procurement process. A valid South African driver's license will be an added advantage. Competencies: Good reading and writing skills. Administration skills. Ability to work under pressure. Knowledge of the Public Service Legislations, policies and procedures such as PFMA, PPPFA, GIAMA.
- DUTIES** : Monitor and reconcile all payments weekly. Retrieve reports on MIS and BAS. Conduct records and document management on both manually and electronically. Monitor budget expenditure against the cash flow projections weekly. Capture data on Infrastructure Reporting Module, commit funds and payment of service providers on MIS, Consolidate monthly and Quarterly reports of the unit. Responsible for variety of duties related to Infrastructure and Facilities management.
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 OR Ms A Njaba Tel No: (043) 605-5110
- POST 11/73** : **SYSTEM ADMINISTRATOR (NETWORK CONTROLLER: IMST) REF NO: DSD 18/03/2020**
- SALARY** : R257 508– R248 781 per annum (level 7)  
**CENTRE** : OR. Tambo-District Office  
**REQUIREMENTS** : Matriculation with international recognized certification such as A+, N+, or MCSE or Tertiary Education in ICT/Electronics. Minimum of three years' experience in the field of LAN and Desktop user support. Minimum code 8 Driver's license is compulsory Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LAN and LAN equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software related problems in ICT user equipment. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, serves and routers
- DUTIES** : To perform all ICT end user Technical Support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in systems software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/74** : **ADMIN OFFICER TO THE FOLLOWING DISTRICTS REF NO: DSD 19/03/2020**
- SALARY** : R257 508 per annum (level 7)  
**CENTRE** : Nelson Mandela Metro: District Office DSD or Tambo: KSD Area Office  
**REQUIREMENTS** : Senior Certificate, B. Degree National Diploma (NQF Level 6/7) in Administration/Accounting/equivalent qualification with a minimum of two (2) years' relevant experience OR Senior Certificate (Matric) with 10 years' relevant experience. A valid South African driver's license will be an added advantage. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of

- procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.
- DUTIES** : Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/75** : **ADMIN CLERK: ICT REF NO: DSD 20/03/2020**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (level 5)  
: Provincial Office (K.W.T)  
: Senior Certificate/equivalent qualification with one (1) year experience. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Interpersonal relationship. Computer literacy. One (1) year Public Service internship programme experience will be given preference. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
- DUTIES** : Render general administrative support services. Provide ICT helpdesk support services within the Province. Provide personnel administration clerical support services. Provide financial administration support services within the ICT branch. Render secretarial service to the directorate. Records keeping and document management function.
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/76** : **ADMIN CLERK: NPO (COMPLAINE AND MONITORING) REF NO: DSD 21/03/2020**  
(Re-advertised)
- SALARY CENTRE REQUIREMENTS** : R173 703per annum (level 5)  
: Sarah Baartman: Grahamstown Local Service Office (1)  
: Senior Certificate/equivalent qualification. Computer literacy. Previous work with NPO's will be an added advantage. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability
- DUTIES** : Print claims and align with relevant programs. Expedite submission of claims by NPO's. Assist state accountants in budget management and monitoring of expenditure patterns of funded organisations. Follow up on poor expenditure patterns and provide support. Maintain proper record keeping. Provide Support to NPO forums.
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njabai Tel No: (043) 605-5110
- POST 11/77** : **ACCOUNTING CLERK REF NO: DSD 22/03/2020**  
(Re-advertised)
- SALARY CENTRE REQUIREMENTS** : R173 703per annum (level 5)  
: Sarah Baartman: Grahamstown Local Service Office (1 Post)  
: A Senior Certificate or equivalent qualification with Accounting/Finance as a passed subject Computer literacy. Competencies: Knowledge of BAS and Peral system will be an added advantage.
- DUTIES** : Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.

**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 Or Ms A Njaba Tel No: (043) 605-5110

**POST 11/78** : **ADMIN CLERK (2 POSTS)**  
(Re-advertised)

**SALARY CENTRE** : R173 703 per annum (level 5)  
Sarah Baartman: Humans dorp Local Service Office Ref No. DSD 23/03/2020 (1 Post)  
Camdeboo Local Service Office Ref No. DSD 24/03/2020 (01 Post)

**REQUIREMENTS** : Senior Certificate. Computer literacy. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability

**DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District.

**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

**POST 11/79** : **SOCIAL AUXILIARY WORKER: NPO MANAGEMENT GR 1 (4) (2 POSTS)**  
(Re-advertised)

**SALARY CENTRE** : R148 215 per annum  
Sarah Baartman: Humansdorp Local Service Office Ref N: DSD 25/03/2020 (1 Post)  
Grahamstown Local Service Office Ref No: DSD 26/03/2020 (2 Posts)  
Graaf-Reinet Local Service Office Ref No: DSD 27/03/2020 (1 Post)

**REQUIREMENTS** : Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year of proof of registration). Computer literacy. A valid South African driver's license is a prerequisite. Previous work with NPO's will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

**DUTIES** : Assist Community Development Practitioner in the implementation of registration and compliance function. Maintain database of registered NPO's. Provide support social workers in monitoring the performance of funded NPO's.

**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

**POST 11/80** : **SOCIAL AUXILIARY WORKER GR 1 (X3 POSTS)**

**SALARY CENTRE** : R148 215 per annum  
Amathole: Social Auxiliary Worker, Ref No: DSD 28/03/2020  
NMM: Zwide Service Office. Ref No: DSD 29/03/2020  
Sarah Baartman: Joubertina Service Office Ref No: DSD 30/03/2020

**REQUIREMENTS** : Grade 12 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license is a prerequisite. Competencies Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

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

**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

<b><u>POST 11/81</u></b>	:	<b><u>CHILD &amp; YOUTH CARE WORKER GR1 (3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R199 188 per annum BCM: John X Merrimen. Ref No: DSD 31/03/2020 NMM: X2 Enkuselekweni Secure Care Centre. Ref No: DSD 32/03/2020 Or Tambo: Qumbu Secure Centre Ref No: DSD 33/03/2020
<b><u>REQUIREMENTS</u></b>	:	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 licence 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 child care. Be able to implement and manage administrative procedures, and new development and methodologies in child care 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
<b><u>NOTE</u></b>	:	N.B preference will be given to persons with disabilities.
<b><u>POST 11/82</u></b>	:	<b><u>DRIVER REF NO. DSD 34/03/2020</u></b>
<b><u>SALARY CENTRE</u></b>	:	R122 596 per annum (Level 3) Provincial Office (K.W.T)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/equivalent qualifications. A valid South African driver's license and PDP is a prerequisite. At least 2 years' experience as a driver. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.
<b><u>DUTIES</u></b>	:	Responsible for transportation of departmental officials to various destinations across the Province, transporting officials to and from Airport, Assist in delivering of mail to various points, Taking vehicle to service/maintenance purposes, Assist in loading and off-loading of Departmental good.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
<b><u>POST 11/83</u></b>	:	<b><u>CLEANER REF NO. DSD 35/03/2020 (1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R102 534 per annum (Level 2) NMM: Enkuselweni
<b><u>REQUIREMENTS</u></b>	:	ABET Level 1-4 or NQF Level 1 to 3. Grade 8 certification. Be able to work shifts including weekends and public holidays. Competencies Possess good communication skills. Possess physical strength to cope with the demands of the position. Be able to work in a team.
<b><u>DUTIES</u></b>	:	Clean inside and outside premises as directed. Open windows every day for hygiene and infection control purposes. Ensure waste removal from workstations and within the premises. Safeguard all master and spare keys used for cleaning purposes. Prepare boardroom and refreshments for meetings and gatherings. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

### **GRADUATE INTERNS**

Workplace training runs for the period of (24 months)

- POST 11/84** : **EPWP INTERNS REF NO: DSD 36/03/2020 (8 POSTS)**  
Re advert
- STIPEND** : R73 004 per annum  
**CENTRE** : Ref Alfred Nzo: District Office; Amathole: District Office; BCM: District Office; Chris Hani: District Office; Joe Gqabi: District Office; NMM: District Office; Sarah Baartman: District Office; or Tambo: District Office; Provincial Office (
- REQUIREMENTS** : Standard 10/Grade 12 plus BDegree in Library and Information System or B Tech in Information Science or National Diploma in Archival Science or National Diploma/Degree in Records Management.
- ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/85** : **LABOUR RELATIONS INTERNS REF NO: DSD 37/03/2020 (2 POSTS)**  
(Re-advertised)
- STIPEND** : R73 004 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/Grade 12 plus BDegree in Labour Relations or LLB  
**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/86** : **HUMAN RESOURCE MANAGEMENT INTERNS REF NO: DSD/HRM 37/03/2020 (3 POSTS)**  
(Re-advertised)
- STIPEND** : R73 004 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/Grade 12 plus National Diploma/BDegree in Human Resource Administration.  
**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/87** : **FINANCE INTERNS REF NO: DSD/FIN 37/03/2020 (3 POSTS)**  
(Re-advertised)
- STIPEND** : R73 004 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/ Grade 12 plus National Diploma in Financial Management or Cost and Management Accounting OR B. Degree in Commerce.  
**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/88** : **LEGAL INTERNS REF NO: DSD/LGL 38/03/2020 (3 POSTS)**  
(Re-advertised)
- STIPEND** : R73 004 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/ Grade 12 plus LLB Degree  
**ENQUIRIES** : can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110
- POST 11/89** : **POPULATION AND RESEARCH INTERNSHIP REF NO: DSD 39/03/2020 (8)**  
(Re-advertised)
- STIPEND** : R73 004 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/Grade 12 plus National Diploma /BDegree in Social Science. Applicants to have done course in population studies and demography towards obtaining their degrees. Experience in undertaking a research project at undergraduate or post graduate level is required.
- DUTIES** : Assist with data collection and basic analysis of data. Develop basic demographic profiles for districts. Collate analyse statistical information for district. Contribute to the determination of trends in service delivery. Support

the district with research information. Compile research needs for districts. Provide logistical support for the dissemination of research information within the districts including communities. Provide logistical support for the implementation of population capacity development programmes in districts. Provide elementary support with the monitoring of population programmes. can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 or Ms A Njaba Tel No: (043) 605-5110

**ENQUIRIES**

**DEPARTMENT OF SPORTS RECREATION ARTS AND CULTURE.**

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

**APPLICATIONS**

**Head Office** Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William's Town, 5605 Enquiries – Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartboo Tel No: (043) 492 0949

**Alfred Nzo District:** 4726 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 Or Hand deliver to: No 67 Church Street Mt Ayliff Attention Mr Gugwana Tel No: (039) 492 0297 /082 542

**Joe Gqabi District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrace, Aliwal North. Attention Mr Y Dlamkile: Tel No: (051) 492 4774/071 812 6015

**FOR ATTENTION  
CLOSING DATE  
NOTE**

The Acting Director-HRM  
03 April 2020  
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. 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. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

**OTHER POSTS**

**POST 11/90**

**HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF.NO: DSRAC 03/03/2020**

**SALARY  
CENTRE  
REQUIREMENTS**

R316 791 per annum (Level 08) (An all-inclusive remuneration)  
Head Office  
A Senior Certificate, A three (3) year Degree/National Diploma in Human Resource Management/Personnel Management/Training and Development/Human Resource Development or an HRD related field, coupled with two (2) years' experience within the field of Human Resource Management. Good facilitation skills. Must be computer literate in MS Office. Knowledge of Skills Development Act and Public Service Legislative Framework that impact on Skills Development. Familiarity with procurement processes and procedures. Good Interpersonal Skills. A valid driving licence.



**DUTIES** : Co-ordinate Training and Development programmes for the Department. Facilitate the drafting of the Workplace Skills Programme and Annual Training Report. Facilitate in-house training and Induction Programmes, Internship Programmes and Skills Programmes. Monitor progress and prepare reports on Internship Programmes, Skills Programmes and Employee Bursaries. Co-ordinate, administer, keep proper records and database of Bursaries, Training Programmes, Internship, Learner ship and Skills Programmes. Arrange logistics for all skills development interventions. Be in charge of procurement relevant to training interventions. Ensure that providers are paid within the legislated timeframes. Maintain good working relations with strategic partners including CATHSSETA and relevant stakeholders.

**ENQUIRIES** : Can be directed to Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartbooi Tel No: (043) 492 0949

**POST 11/91** : **LIBRARIAN (CONDITIONAL GRANT) REF. NO: DSRAC 01/03/2020**  
(One Year Contract)

**SALARY** : R257 508 per annum (Level 7)  
**CENTRE** : Head Office – Joe Gqabi (Aliwal North Library)  
**REQUIREMENTS** : Senior Certificate, A Bibl. Degree/B tech in Library Information Studies/National Diploma in Library & Information Studies or equivalent qualification with a minimum of 2 years' experience in a Public Library. Good verbal and written skills. Ability to administer Library operations and management of staff. Willingness to travel. Knowledge of government prescripts. Individual will be required to work weekends. A valid code 08 driving license.

**DUTIES** : Management of the library if and when necessary. Ability to create, facilitate, and lead library programmes. Facilitate formation of library structures within your library. Ability to organize and/or be involved in awareness programmes. Collect needs analysis from users/potential users and submit to Principal Librarian. Management of Library asset register and compiling of reports and statistics. Receiving and checking library materials received from the District, Head Office and any donations. Create check in records for new books and serials.

**ENQUIRIES** : Mr Y Dlamkile Tel No: (051) 492 4774/071 812 6015

**POST 11/92** : **LIBRARY ASSISTANT (CONDITIONAL GRANT) REF.NO: DSRAC 02/03/2020**  
(One Year Contract)

**SALARY** : R173 703 per annum (Level 05) (An all-inclusive remuneration)  
**CENTRE** : Alfred Nzo District (Mount Frere Library)  
**REQUIREMENTS** : Senior Certificate, (NQF Level 4); A Lower Diploma in Library and Information Studies. Good command of at least two (2) official languages. Knowledge of Library Systems and relevant government prescripts. Computer literacy. Good verbal and written skills.

**DUTIES** : Perform all circulation duties in the library. Join and renew library memberships. Assist with shelving and circulation of library material. Attend to reference queries brought by members of the public and learners. Maintain good public relations with the neighbourhood or community. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/or be involved in awareness programmes (Advocacy and Marketing). Assist in the formation of library structures. Responsible for orientation and children's programmes. Assist in the management of library asset register, mini-library asset register. Receive and check library materials received from the district, head office and any donations. Perform all circulation duties and other programmes in the library including ICT and mini-lib services.

**ENQUIRIES** : Can be directed to: Attention Mr Gugwana Tel No: (039) 492 0297/082 542 4726

#### **INTERNSHIP**

**NOTE** : The programme offered is fully – structured and the department will pay successful interns a monthly stipend/ allowance of R5 728. Applications will therefore be invited from interested applicants in possession of a Degree/Diploma from a recognised institutions, to undertake workplace training that shall run for the period of 24 months in the following fields and districts.

## OTHER POSTS

- POST 11/93** : **FIELD: LIBRARIANSHIP REF NO: AM 04/03/2020**
- STIPEND** : R5 728 per months  
**CENTRE** : Amathole Museum  
**REQUIREMENTS** : Degree/Diploma in Library & Information Science.  
**ENQUIRIES** : Can be directed to Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartbooi Tel No: (043) 492 0949
- POST 11/94** : **FIELD: RESEARCH REF NO: AM 05/03/2020**
- STIPEND** : R5 728, per month  
**CENTRE** : Bayworld Museum  
**REQUIREMENTS** : BSc degree (Preferable)/National Diploma in an appropriate field. Appropriate computer and software skills for data entry and management. Physical fitness and ability to carry and move specimens and participate in dissections. Experience in working with a natural history collection and biological fieldwork would be an advantage. Possession of a valid driver's license would be an advantage  
**ENQUIRIES** : Can be directed to Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/Mrs. R. Swartbooi Tel No: (043) 492 0949
- POST 11/95** : **FIELD: NATURAL SCIENCE – HERBARIUM ASSISTANT REF NO: ABM 06/03/2020**
- STIPEND** : R5 728 per month  
**CENTRE** : Albany Museum  
**REQUIREMENTS** : Bsc Degree with biological science as major. Interest in developing a career in research on Botany. Computer and software skills literate. Possession of a valid driver's license would be an advantage  
**ENQUIRIES** : Can be directed to Mr. M. Tyhulu (Internship) Tel No: (043) 492 0942/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*

- APPLICATIONS** : Should be directed to The Department of Transport Post to: The Acting Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho 5605 or Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William's Town
- FOR ATTENTION** : The Acting Director-HRM  
**CLOSING DATE** : 03 April 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. 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. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not

to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

#### **OTHER POSTS**

- POST 11/96** : **CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE (X1 POST)**  
The department hereby invites suitably qualified person to serve on the Risk Management Committee of the Department. The department seeks to appoint one (1) person as a Chairperson of Risk Management Committee for a period of three (3) years, and three audit committee members for a period of (3) three years Compensation
- SALARY** : Compensation shall be in accordance with rates determined for Audit for Audit Committee members as set out by National Treasury. All other refundable expenses are based on the National Treasury guidelines.
- CENTRE** : Head Office King Williams Town
- REQUIREMENTS** : Post graduate qualification in Finance or Auditing or Information Technology with at least 10 years of experience in the Public Sector audit environment. Be a member of recognised professional body. In terms of Circular for Local Economic Development, dated 21 April 2016, issued by the Eastern Cape Provincial Treasury, preference will be given to individuals who are local and based in the Eastern Cape. Strong Financial business, auditing, risk management and appropriate experience in the AC environment, Corporate Governance, Financial Management, Auditing, Information Technology and Risk Management. Transport Operations and Public Transport system background will be an added advantage. Be independent and knowledgeable of the status of the position.
- DUTIES** : Ability to lead discussions and to encourage other members to participate in AC meetings. Ability to conduct meetings in a manner that demonstrates desire to establish effective communication with all stakeholders. Extensive leadership skills and prior experience of serving on an AC of medium to large organisations. Have the interests of the Department of Transport at hand and display the highest level of integrity and objectivity. Assist the Accounting officer discharge his risk management responsibilities by reviewing and recommending for approval the risk management policies and risk registers. Review the departmental risk management system and recommend improvements to the Accounting Officer. Discharge all duties on the risk management Committee Charter and the Risk Management Strategy.
- ENQUIRIES** : Mr. M Ngcobo/Mrs N, Nyamakazi Tel No: (043) 604 7455/7458.