PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
COGTA 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: Hand Delivery: Tyamzashe Building, at Foyer or Post to: The Head of Department to the Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605.
FOR ATTENTION: Ms N. Mditshwa
CLOSING DATE: 05 March 2021
NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za/ or http://www.ecprov.gov.za 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), academic record, [Matric certificate must also be attached] 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 six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

MANAGEMENT ECHELON

POST 06/66: CHIEF DIRECTOR: MUNICIPAL GOVERNANCE AND SUPPORT REF NO: COGTA 01/01/2021

SALARY: R1 251 183 per annum (Level 14)
CENTRE: Bhisho
REQUIREMENTS: National Senior Certificate, B. Degree (NQF7) in Development Studies/ Social Science. A Master’s degree in Development Studies/ Social Science will be an added advantage. A minimum of 5 years working experience at Senior Management level position in Local Government, other advanced management programmes aimed at the capacitation of senior management in the Public Service. A valid driver’s licence (Code EB). Computer literacy. Experience in a Local Government environment. Applicants are required to produce or attach a pre-entry Certificate for entry into the SMS Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience and knowledge and understanding of the planning frameworks. Extensive understanding of the IGR environment and the purpose of IGR in the government context. Strong understanding of the regulatory and policy environment. Extensive understanding and interpretation of the legislation and strong implementation and management of legislative imperatives Monitoring and Evaluation environment. Has very strong research and analysis capacity and capability. Extensive understanding of the Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder
management, negotiation and corporate governance. Client orientation and
customer focus. Professional report writing and analytic skills. Facilitation and
co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong
organisational and conflict management skills. Good management,
communication, facilitation, report analysis of trends, evaluation and
researching and presentation skills. A driven, agile, hardworking and motivated
manager, who is prepared to work long hours and produce high quality of work.

**DUTIES**

Monitor and ensure the legislative compliance issues in municipalities. Support
and monitor the establishment and functionality of Financial Oversight
Structures in the municipalities. Monitor and support municipalities in filling of
critical vacant posts and compliance with Municipal Systems Act of 2000 and
Local Government Regulations of 2014. Monitor and report on implementation
of 5 pillars of Back to Basics (B2B) Programme. Monitor the co-ordination of
departmental support initiatives in municipalities including Operation
Masiphathisane, shared services and integrated development across the three
spheres of government. Responsible for the compliance and functionality of
the municipalities. Develop systems, processes and programmes that seek to
improve the performance of the municipalities. Ensure the capacitation of both
the administrative and executive segments of the municipalities to enable.

**ENQUIRIES**

Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/67**

**DIRECTOR: INTERNAL CONTROL UNIT**

**REF NO:** COGTA 02/02/2021

**SALARY**

R1 057 326 per annum (Level 13)

**CENTRE**

Bhisho

**REQUIREMENTS**

National Senior Certificate. B. Degree (NQF level 7) as recognised by SAQA
in BCom or BCompt Accounting/ Auditing, Internal Audit and Risk
Management. Minimum of five (5) years’ experience at middle management in
internal auditing and financial environment. SMS pre-entry certificate as offered
by the National School of Government (NSG). Computer literacy (MS Word,
Excel, PowerPoint), Valid Code 8 (EB) Drivers licence. Applicants are required
to produce or attach a pre-entry Certificate for entry into the SMS.

Competencies: In-depth Knowledge of legislative framework that governs the
Public Service, understanding and application of the following prescript: PFMA,
GAAP, GRAP, Treasury Regulations, Treasury /Practice Notes, Treasury and
DPSA Circulars, General Accounting Principles, Guidelines and Frameworks,
Management Systems (PERSAL, BAS and LOGIS), Research and /or Audit
Report writing. Skills: Applied Strategic thinking, applying technology, budget
and financial Management. Communication and Information Management,
Continuous Improvement, Citizen Focus and Responsiveness. Conflict
Management, Problem Solving, Planning and Organising, Decision Menacing,
Team Leadership, Communication (Verbal and Written).

**DUTIES**

Manage the development, implementation and maintenance of Internal Control
monitoring and Evaluation Mechanisms. Manage the monitoring of the
Performance of Internal Control Activities in Compliance with Relevant
Legislation, Policies, Regulations, Frameworks, Standards, Guidelines,
Procedure Manuals and Delegations of Authority. Manage Internal Control,
Financial and Related System (e.g. BAS, LOGIS, PERSAL and Supplier
Database) inspections to identify ineffective internal control deficiencies with
recommendations to top management. Manage the coordination of assurance
processes (e.g. response to external and internal auditor’s queries,
management responses) and departmental action plans to address identified
risks. Manage the coordination of assurance processes (e.g. response to
external and address identified control deficiencies. Manage the development,
implementation and maintenance of a financial information retention/repository
system. Manage the implementation and maintenance of the departmental loss
control committee. Manage the allocated resources of the directorate in line
with legislative and departmental policy directives and comply with corporate
governance and planning imperatives. Ensure appropriate reporting. Manage
directorate’s budget in line with the strategic objectives of the Department.
Ensure timeous development of job descriptions and implementation of work
plans and Personal Development Plans for all subordinates. Manage daily
employee performance and ensure timely performance assessments of all
subordinates.

**ENQUIRIES**

Ms N. Midlshwa at Tel No: (040) 940 7074/7083/7076
POST 06/68

DIRECTOR: HOD OFFICE COORDINATION AND SUPPORT SERVICES

REF NO: COGTA 03/03/2021

SALARY: R1 057 326 per annum (Level 13)

CENTRE: Bhisho


DUTIES: Execute research, analyse information and compile complex documents for the Head of Department. Source information and compile comprehensive documents for the Head of Department with regard to issues emanating from meetings such as Portfolio Committee, MINMEC and all provincial and National structures. Compile memoranda as required, and scrutinize submissions/reports, make notes and recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentations and speeches for the Head of Department. Coordinate external strategic alliance between the office of the Head of Department and other stakeholders. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the HOD with regard to issues that need to be discussed. Record minutes/resolutions and communicate to relevant role players, follow up on progress made, prepare briefing notes as well as other documentation. Co-ordinate the performance agreements/assessments and financial disclosures pertaining to SMS members.

ENQUIRIES: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/69

DIRECTOR: MUNICIPAL EVALUTATION AND CAPACITY ASSESSMENT REF NO: COGTA 04/02/2021

(One Year Contract)

SALARY: R1 057 326 per annum (Level 13)

CENTRE: Bhisho


DUTIES: Facilitate the finalisation of the reviewal of COGTA organisational structure in line with municipal evaluation and capacity assessment. Facilitate change management process on implementation of the reviewed COGTA organisational structure. Overview the finalisation of decentralisation project within the department and its implementation thereof. Ensure integration and development of systems and Standards Operation Procedures (SOPs) for District Co-ordination model to improve flow of work from relevant practitioners handling Local Government and Traditional Institutions matters to improve service delivery at local level. Overview the development and implementation of organogram reviewal and decentralisation programmes. Facilitate and monitor high level processes in relation to the above programmes.

ENQUIRIES: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
POST 06/70: DIRECTOR: VALUATION SERVICES REF NO: COGTA 05/02/2021

This is a re-advertisement. Candidates who previously applied are encouraged to re-apply

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

DUTIES:
Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of discipline, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes.

ENQUIRIES: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/71: DIRECTOR: LAND USE MANAGEMENT & ADMINISTRATION REF NO: COGTA 06/02/2021

SALARY: R1 057 326 per annum (Level 13)
CENTRE: Bhisho
REQUIREMENTS:
National Senior Certificate, B. Degree (NQF level7) in Public Administration/ Law and Development Studies. Five (5) years working experience at a middle management level. Valid Code 8 (EB) Drivers licence. Computer literacy (MS Word, Excel, PowerPoint). SMS pre-entry certificate as offered by the National School of Government (NSG). Applicants are required to produce or attach a pre-entry Certificate for entry into the SMS Competencies: Exclusive knowledge of legislations, policies and practices that affect Land Use Management & Administration e.g. (SPLUMA) and its Regulations. Ability to interpret and apply Government Policies, Public Service Act as amended, PFMA, Analytical and Interviewing skills, supervisory skills, finance & budgetary skills.

DUTIES:
to promote, co-ordinate and monitor the implementation of the Spatial Planning and Land Use Management Act and its Regulations (SPLUMA). Formulate and interpret SPLUMA Legislation, policies and processes. Manage the Directorate’s budget in accordance with the provisions of the Public Finance Management Act 1999 and Treasury Regulations. Actively contribute to the formulation and implantation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of Human Resources, asset and financial resources of directorate. Efficiently manage a division, including the effective utilisation and
training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of State property. Provide and drive strategic direction for the division and ensure the formulation staff compliment of minimum of ten people.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/72 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 07/02/2021

SALARY : R1 057 326 per annum (Level 13)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, B.Degree (NQF level 7) in Finance/ Supply Chain Management, or relevant qualification. Five (5) years’ experience at a middle management level at supply chain management environment. Microsoft Word, Excel, PowerPoint, Outlook. A valid Driver’s License. Applicants Are Required To Produce Or Attach A Pre-Entry Certificate For Entry Into The SMS Competencies Required: Knowledge: In-depth knowledge of legislative framework that governs the Public Services: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Understanding of Financial Management best practices, Financial Management Systems (PERSAL, BAS & LOGIS).

DUTIES : Lead the development of supply chain policies and procedures. Guide review of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Management of the bidding processes. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Application of demand and acquisition management. Monitor the development of the procurement plan. Ensure invitation, evaluation and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Development of project plan to mitigate risks. Identify staff capacity needs and ensure training and development interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

OTHER POSTS

POST 06/73 : CHIEF PROFESSIONAL SURVEY: LAND SURVEY & CADASTRAL INFORMATION MANAGEMENT REF NO: COGTA 08/02/2021

SALARY : R898 569 –R1 027 419 per annum (OSD)

CENTRE : Bhisho


ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/74 : DEPUTY DIRECTOR: MUNICIPAL CAPACITY BUILDING REF NO: COGTA 09/02/2021

SALARY : R869 007 per annum (Level 11)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, B-Degree in (NQF level 7) in Human Resource
Management/ Public Administration/Management or any relevant qualification in the field. Three (3-5) to Five (5) years’ experience in municipal human resource environment of which 3 must be Assistant Director or equivalent rank. Computer Literacy (MS Word, Excel, PowerPoint). Code 8 driver’s licence is compulsory. Knowledge of Labour Relation Matters will be an added advantage. Competencies: Communication Oral/Written, strategic Capability Leadership.


**ENQUIRIES**: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/75**: DEPUTY CHIEF VALUER: VALUATION SERVICES REF NO: COGTA 10/02/2021

**SALARY**: R733 257 per annum (Level 11)

**CENTRE**: Sarah Baartman District Centre Port Elizabeth


**DUTIES**: Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of discipline, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues.

**ENQUIRIES**: Ms N. Mditshwa at (040) 940 7074/7083/7076

**POST 06/76**: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REPORTING REF NO: COGTA 11/02/2021

**SALARY**: R733 257 per annum (Level 11)

**CENTRE**: Bhisho

**REQUIREMENTS**: National Senior Certificate, National Senior Certificate, B. Degree (NQF level 7) in Accounting/Financial Administration/Financial Management/Auditing. Three (3) to Five (5) years’ experience in financial management environment of which three (3) years must be an Assistant Director in finance environment or equivalent rank. Computer literacy (Microsoft word, Excel, PowerPoint, Outlook. Valid Driver’s license. Knowledge: in-depth knowledge of legislative framework that governs the Public Service: Understanding and application of the following prescripts, PFMA, Treasury regulations, Treasury/Practice Notes, Treasury and DPSA Circulars. Financial Management Systems (BAS & LOGIS).Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).
**DUTIES**

Ensure co-ordination of information for preparation of Annual Financial Statements (AFS), Interim Financial Statements (IFS) and Working Paper Files. Prepare and check working paper file for AFS and ensure submission thereof. Preparation and checking of AFS (Annually) and IFS (Quarterly) in terms of GRAP, MCS as guided by Accounting Manual for Departments issued by National Treasury. Develop, implement and monitor audit improvement plan with audit action plans from directorates based on issues raised by auditor general. Consolidate unresolved auditor general queries received and populate auditor general queries received and populate audit improvement plan to eliminate and resolve negative audit findings.

**ENQUIRIES**

Ms N. Mdithsha at Tel No: (040) 940 7074/7083/7076

**POST 06/77**

**EXECUTIVE SUPPORT TO THE DEPUTY DIRECTOR GENERAL - TRADITIONAL AFFAIRS**

**REF NO: COGTA 12/02/2021**

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Bhisho

**REQUIREMENTS**

National Senior Certificate, B. Degree (NQF level 7) in Public Administration or equivalent qualification. Three to Five years’ experience at Assistant Manager or equivalent rank in administration environment level. Computer literacy (Microsoft Office Skills), Driving Skills (Code 08 Drivers license). Competencies: Knowledge of budget process. Good writing and verbal communication skills. Communication skills. Leadership skills. Customer service skills. Organisational Skills. Knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations as well as Traditional Leadership and Governance Legislative Frameworks. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

**DUTIES**

capture and consolidate Minutes of Branch Interactions, e.g. Management meetings, One-on-One Sessions, Performance Review Sessions, Strategic Plan Sessions, etc. analyse and consolidate Branch Reports, e.g. IYM, Monthly Reports, Quarterly Reports, Annual Reports, etc. Assist in crafting presentations for the DDG/Branch. Management of Parliamentary Questions and Responses for the Branch. Follow up on all Branch Resolutions. Assist with General Office Administrative duties, e.g. communicate with Internal and External stakeholders, Management of Queries and follow ups etc. adhoc duties as need arise. Quality Assurance of all documents. Assume overall responsibility for the management of the office of the DDG, its budget and resources thereof. Update and maintain Branch Information Database. Promote co-operative governance with National, Provincial and Local Government. Manage and supervise the staff within the office and ensure proper performance management and development procedures in line with applicable prescripts as well as attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues.

**ENQUIRIES**

Ms N. Mdithsha at Tel No: (040) 940 7074/7083/7076

**POST 06/78**

**DEPUTY DIRECTOR: BUDGET MANAGEMENT**

**REF NO: COGTA 13/02/2021**

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Bhisho

**REQUIREMENTS**

B. Degree (NQF level 7) in Financial Management/ Public Finance coupled with three (3) to (5) years’ experience in management accounting of which three (3) years’ experience must be an Assistant Director or equivalent rank. Experience in the field of budget compilation, management. Computer Literacy (Microsoft Word, Excel, PowerPoint, Outlook, BAS, PERSAL. A valid driver’s licence. Competencies: Knowledge And Skills: Computer literacy, Proficient knowledge of Microsoft packages, Proficiency in English, Time Management, Interpersonal Skills and Communication, Organizational and planning skills,
ability to operate BAS, customer service abilities. Knowledge of Finance Management procedures and policies, PFMA, PPPFA and National Treasury regulations. Finance Management & Report writing skills are essential. Good communication skills. Problem solving & conflict resolution skills.

DUTIES: Monitoring of expenditure and offer advice to programmes. Co-ordinate the shifting and vehement of funds to assist in controlling over/under expenditure. Analyse expenditure trends and advise the Senior Manager: Budget Planning and Management. Monitor and Manage preparation and submission of all monthly, quarterly and annual reports timeously in terms of PFMA. Develop and maintain policies and processes. Monitor spending in line with cash flow, revise cash flows and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over and all adjustment estimates related processes relating to budget management. Asses the need for additional funds required from the adjustment estimates process through monitoring of expenditures trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Assist on the compilation of Appropriation statements (quarterly and annually). Attend Audit queries pertaining to the office. Manage subordinates.

ENQUIRIES: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/79: DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEMS REF NO: COGTA 14/02/2021

SALARY: R733 257 per annum (Level 11)
CENTRE: Bhisho
REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) in Human Resource Management / Public Administration /Management. Minimum of three (3) to Five (5) years’ experience in performance management and development environment of which three (3) years’ experience must be an Assistant Director or equivalent rank in the PMDS field. Code 08 Drivers License Competencies: Knowledge of PERSAL system, Public Service Act, Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.

DUTIES: Develop and maintain PMDS. Manage and coordinate development implementation and maintenance of department performance management System and ensure integration with Strategic Objectives and goals. Ensure that the performance Management System provides a framework for planning, managing and developing employee performance in line with Departmental strategic goals and unit’s operational plans. Monitor the implementation of the department’s PMDS and present progress reports and facilitate management decision making. Manage the implementation of and compliance with the Departmental recognition and reward frameworks as well the alignment between incentive awards, the budget and the resources made available by the Department for this purpose. Establish practises and trends and develops new strategies as required.

ENQUIRIES: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/80: DEPUTY DIRECTOR: PERSAL MANAGEMENT REF NO: COGTA 15/02/2021

SALARY: R733 257 per annum (Level 11)
CENTRE: Bhisho

DUTIES: Effectively and efficiently manage PERSAL system in the Department. Ensure that PERSAL System’s PMDS is sound and effective Personnel and Salary Management. Oversee the implementation of audit and control measures
pertaining to PERSAL data. Ensure formulation, implementation, evaluation and monitoring of PERSAL policies. Implement measures to ensure a comprehensive and updated primary information source. Ensure that strategic decision regarding PERSAL management are implemented. Produce PERSAL reports. Control and manage personnel data within the PERSAL system. Allocate PERSAL functions to PERSAL users. Manage system change control (SCC). Responsible for Planning, budgeting and Human Resources within the section. Responsible for efficient Management of the sub-directorate including the effective utilisation and training of Staff, the maintenance of discipline, promotion of sound labour relations and the proper use of State property.

ENQUIRIES: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/81: DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION: PROVISION REF NO: COGTA 16/02/2021

SALARY: R733 257 per annum (Level 11)
CENTRE: Bhisho

DUTIES: Responsible for all activities relating to personnel matters. Responsible for developing policies, procedures, methods and manuals. Responsible for budget implementation plan. Signs together with subordinate’s yearly work plan agreements. Advises the functions managers on personnel provisioning. Responsible for Recruitment and Selection process in the Department. Control personnel data base. Management of Remuneration, Transfers, Promotions, Secondments and Management of Competency Assessment. Management of Vetting in terms of minimum suitability check Screening. Responsible for efficient management of the Directorate including the effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state properties. Solid interpersonal skills including the ability to interact with officials at all levels in the department and other stakeholders.

ENQUIRIES: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/82: DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION: CONDITION OF SERVICE REF NO: COGTA 17/02/2021

SALARY: R733 257 per annum (level 11)
CENTRE: Bhisho

DUTIES: Responsible in all activities and processes dealing with all types of service terminations. Responsible in all activities and processes dealing with service benefits and leave of absents. Responsible for budget implementation plan. Signs together with subordinate’s yearly work plan agreements. Advises the functions managers on Human Resource Conditions of Services. Responsible for efficient management of the Directorate including the effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state properties. Display strategic and Leadership capability. Solid interpersonal skills including the ability to interact with officials at all levels in the department and other stakeholders.

ENQUIRIES: Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
POST 06/83 : ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISION REF NO: COGTA 18/02/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Bhisho

DUTIES : Responsible for Recruitment and Selection process in the Department. Administer personnel Suitability check. Manage and provide professional advice to line functions on the Recruitment and Selection policy, systems, regulations, guidelines and other relevant prescripts. Advise management on the best Recruitment practises and directives by the DPSA. Facilitate Competency Assessments and advise management on the outcomes. Facilitate verification of qualifications by South African Qualification Authority. Provide monthly reports and assists with the management reports. Build and maintain working relations with client managers, staff supervision and development and evaluation. Provide advisory services to Management and employees. Analyse data and assist in the preparation of the oversight report, MPAT (Management Performance Assessment Tool) and Employment Equity Reports. Maintain relevant reports and data basis to enable effective management decision making.

ENQUIRIES : Ms N. Mditchwa at Tel No: (040) 940 7074/7083/7076

POST 06/84 : ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: COGTA 19/02/2021

SALARY : R376 596 per annum (Level 09)
CENTRE : Bhisho

DUTIES : Assists in implementing, monitoring and reviewing departmental asset policies, procedures & processes. Responsible for procurement & management of Departmental Assets. Ensure the management of Departmental assets through verification (physical condition, functionality, utilisation and financial performance). Monitor allocation of assets for the department in line with legislations and departmental policy directives. Ensure all physical assets (movable and immovable) are captured in the physical asset management register. Co-ordinate the disposal process of the department and ensure departmental loss register is kept to date. Assist in identifying staff capacity needs and ensure training and development interventions. Ensure the directorate’s budget is utilised in line with the strategic objectives of the department. Assist in ensuring timeous development of job descriptions and implementation of work plans for all subordinates. Assist in managing daily employee performance and ensure timely performance assessments of all subordinates.

ENQUIRIES : Ms N. Mditchwa at Tel No: (040) 940 7074/7083/7076

65
POST 06/85 : CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT: PERSAL MANAGEMENT UNIT REF NO: COGTA 20/02/2021

SALARY : R316 791 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) in Public Administration/Management/ Human Resource Management or any other relevant qualification in the field, One (1) to two (2) years’ experience at supervisory level. Computer literacy: Microsoft Word, MS Excel, Project and Power Point, all mandatory. Code 8 driver’s license. Competencies: Extensive knowledge of PERSAL and BAS System. Knowledge of Public Service Act and Public Service Regulations.

DUTIES : Management of PERSAL in Salary Administration environment. Ensure that all PERSAL users are properly trained and this includes continuous training as and when enhancements are effected. Registration of users in Salary Administration and allocation of specific functions in relation to their jobs and levels. Accountable for the effective utilisation of the PERSAL system. Evaluation of PERSAL related queries and recommendation to the PERSAL Controller.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/86 : SENIOR STATE ACCOUNTANT: PAYMENTS REF NO: COGTA 21/02/2021 (X2 POSTS)

SALARY : R316 791 per annum (Level 08)
CENTRE : Bhisho

DUTIES : Payment of Creditor/Suppliers within 30 days in compliance with Section 38(1) of the PFMA & Section 8.8.3 of Treasury Regulations. Checking and authorization of payment both manually and on an online functionality (BAS & LOGIS) financial systems. Revenue Management and ensure that all receipts are complied, captured/authorised and day ended on BAS and moneys collected are deposited into the bank account of the department. Attend and prompt reply to audit Queries of both Sections (Payments & Revenue) and is submitted to Treasury on Monthly basis. Perform any other duty that may be required from time to time by those in authority.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/87 : SENIOR ADMIN OFFICER: ASSET MANAGEMENT REF NO: COGTA 22/02/2021 (X2 POSTS)

SALARY : R316 791 per annum (Level 08)
CENTRE : Bhisho


ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

POST 06/88 : SENIOR ADMIN OFFICER: MUNICIPAL CAPACITY BUILDING REF NO: COGTA 23/02/2021

SALARY : R316 791 per annum (Level 08)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Human Resource Management/Public Administration/Management. One to two years’ experience at supervisory level in Human Resource Management
environment. Computer Literacy Code 08 drivers’ license a must.

**DUTIES**: The incumbent will be expected to compile and administer the budget of the Directorate. Compile and distribute monthly expenditure reports: IYM, MTEF, adjustments, virements, roll over and shifts for the directorate including corrections of incorrect allocations made on BAS, compile and consolidate financial and budget data during budget and report processes (MTEF, ENE and Annual Reports). Keep Records of all budget inputs and capturing of Budget and Related issues. Inventory control and loss control. Responsible for account payments, requisitions, bookings, registry management and supervision of subordinates. Maintain asset and loss register for the Department. Conduct asset verification annually. Formulate disposal committee. Manage and maintain the assets of the Department. Perform administrative function. Supervision of Personnel.

**ENQUIRIES**: Ms N. Mditswha at Tel No: (040) 940 7074/7083/7076

**POST 06/89**: SENIOR ADMIN OFFICER: QAUKENI AND NYANDENI SUB DISTRICT OFFICES REF NO: COGTA 24/02/2021 (X2 POSTS)

**SALARY**: R316 791 per annum (Level 08)

**CENTRE**: Bhisho

**REQUIREMENTS**: National Senior Certificate, (NQF Level 6) in Public Administration/ Management/ Social Science. One to two years’ experience at supervisory level 6. Computer Literacy Code 08 drivers’ license a must.

**DUTIES**: Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Ensure efficient delivery of support to Traditional Leaders in the district offices.

**ENQUIRIES**: Ms N. Mditswha at Tel No: (040) 940 7074/7083/7076

**POST 06/90**: CANDIDATE SURVEY TECHNICIAN: LAND SURVEY & CADASTRAL INFORMATION REF NO: COGTA 25/02/2021

**SALARY**: R268 204 per annum (OSD)

**CENTRE**: Bhisho

**REQUIREMENTS**: National Senior Certificate, (NQF Level 6 in Land surveying/ Geometrics or any equivalent qualification recognized by the South African Geometrics Council (SAGC). Eligible (awaiting Council exams)/ recognized as a Survey Technician with SAGC. Two-year post qualification experience. Valid driver’s license. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Competencies: Knowledge of LOCAL Government environment and other relevant Land Survey and Land Use Legislation Management and development procedures. Have good project management knowledge and exposure. Ability to use Survey equipment and software’s for field survey studies. Have sound interpersonal, report writing and research skills. Knowledge of Geographic Information System (GIS) will be an added advantage.


**ENQUIRIES**: Ms N. Mditswha at Tel No: (040) 940 7074/7083/7076

**POST 06/91**: PERSONAL ASSISTANT TO THE DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: COGTA 26/02/2021

**SALARY**: R257 508 per annum (Level 07)

**CENTRE**: Bhisho

**REQUIREMENTS**: National Senior Certificate. National Diploma/ (NQF Level 6) in Office Administration/ Secretarial/related qualification. Experience in Finance environment and valid driver’s licence will be added advantage. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Competencies:
**Knowledge And Skills:** Computer literacy, Proficient knowledge of Microsoft packages, Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication, Organizational and office planning skills, ability to operate other office equipment, customer service abilities.

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

**ENQUIRIES:** Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/92:** PERSONAL ASSISTANT TO THE DIRECTOR: TRADITIONAL FINANCIAL MANAGEMENT REF NO: COGTA 27/02/2021

**SALARY:** R257 508 per annum (Level 07)

**CENTRE:** Bhisho

**REQUIREMENTS:** National Senior Certificate. National Diploma (NQF Level 6) in Office Administration/ Secretarial/related qualification. Experience in Finance environment and valid driver’s licence will be added advantage. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Competencies: knowledge and skills: Computer literacy, Proficient knowledge of Microsoft packages, Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication, Organizational and office planning skills, ability to operate other office equipment, customer service abilities.

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

**ENQUIRIES:** Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

**POST 06/93:** STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES: REBATES REF NO: COGTA 28/02/2021

**SALARY:** R257 508 per annum (Level 07)

**CENTRE:** Bhisho

**REQUIREMENTS:** National Senior Certificate, National Diploma (NQF Level 6) in Financial Accounting or any relevant qualification in Finance. One (1) to Two (2) years' experience in Rebates Section. Competencies: Must have working knowledge of government financial systems namely BAS and PERSAL System. Good communication skills, strong analytical skills, report writing skills, proven interpersonal skills and excellent financial management skills. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector & SCOA.

**DUTIES:** Perform income tax calculation, reconciliation of tax, amend IRPS information, effect pay-over and issue tax certificates. Collection pf payrolls from SITA. Prepare and perform PERSAL /BAS Reconciliation. Implement PERSAL deductions, Register received garnishee orders on PERSAL and upload them on Q-Link Online to effect deduction and perform distribution functions. Updating banking details on PERSAL for employees on request. Monitoring and clearance of PERSAL salary related suspense accounts, perform reconciliation and maintain proper filling.

**ENQUIRIES:** Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076
**POST 06/94**

COMMUNITY DEVELOPMENT WORKERS: MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA 29/30/2021 (X11 POSTS)

**SALARY**
R208 584 per annum (Level 06)

**CENTRE**
Matatiele, Walter
Sisulu Ward 9
Nyandeni Ward 8
Nyandeni Ward 26
Mhlontlo Ward 3
Ksd Ward 30
Emalahleni Ward 4
Engcobo Ward 3
Mbhashe Ward 12
Mbhashe 14
Ngqushwa Ward 11

**REQUIREMENTS**
National Senior Certificate. An undergraduate qualification (NQF Level 6). Code 8 driver’s license. Computer literacy. One (1) to Two (2) years’ relevant experience. Competencies: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers licence.

**DUTIES**
Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

**ENQUIRIES**
Ms N. Mditshwa at Tel No: (040) 940 7074/7083/7076

---

**POST 06/95**

DRIVERS HEAD OFFICE AND DISTRICTS REF NO: COGTA 30/31/2021 (X4 POSTS)

**SALARY**
R122 595 per annum (Level 03)

**CENTRE**
Joe Gqabi DSC, Alfred Nzo DSC, OR Tambo DSC, Head Office

**REQUIREMENTS**
Grade10/ Std 8 Certificate. Valid code 14 driver’s license with PDP. Three (3) years’ experience as a driver. Competencies: Knowledge of Road Traffic Management Act. Proven Client focus and orientation. Sound Interpersonal and communication skills. Extensive traveling is required and willingness to
work extended hours in provinces municipal areas to deliver water.

**DUTIES**: Provide driving/messenger services for small vehicle and trucks. Maintain accurate and up to date schedule trip sheets; log official trips, daily mileage and fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Collect, distribute documents. Ensure proper and secure control over movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Report vehicle faults to call centre and ensure vehicle maintenance is carried out.

**ENQUIRIES**: Ms N. Mditchwa at Tel No: (040) 940 7074/7083/7076

**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**: Please take note, No hand delivered applications will be allowed due to COVID 19. Applicants can apply online using https://erecruitment.ecotp.gov.za through the E-recruitment system. Applicants can also use the following email addresses to forward their applications and quote the reference number of the post and the centre where the post is located in the subject of the email: Posts at Salary Levels 03 to 08, and all OSD: Recruitment@dedea.gov.za Posts at Salary Levels 09 to 14: Manrecruitment@dedea.gov.za

**FOR ATTENTION**: Mr T. Gantsho

**CLOSING DATE**: 05 March 2021

**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 licence. 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 and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.

**MANAGEMENT ECHELON**

**POST 06/96**: DIRECTOR: TRADE AND INVESTMENT PROMOTION

**Ref No:** DEDEA/2021/01/01

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

**CENTRE**: King Williams Town

**REQUIREMENTS**: National Senior Certificate, B. Degree (NQF7 as recognized by SAQA) or equivalent qualification majoring in Economics/Business Management/Economic Policy / Marketing. A postgraduate degree in the same
will be an added advantage. In addition, minimum of five (5) years’ experience at a middle management level in economic development environment. Knowledge and understanding of the Eastern Cape Economy and priority economic sectors. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Research Management, Programme and Project Management, Strategic capability and Problem Solving, People Management and Communication skills. A 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, including digital and online instruments. Strengthen and coordinate (a) International Relations activities, and (b) Intergovernmental activities, within the DEDEAT group in support of Trade and Investment Outcomes. Support and enable trade and investment activities tied to Provincial SEZs, Industrial Parks and other DEDEAT Public Entities. 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 Tel No: 043 605 7091

**POST 06/97**
**REGIONAL DIRECTOR REF NO: DEDEA/2021/01/02**

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

**CENTRE**
Chris Hani Region

**REQUIREMENTS**
National Senior Certificate, B. Degree (NQF7 as recognized by SAQA) or equivalent qualification majoring in Economic Management/ Business Management / Development Studies / Environmental Management. Five (5) Years’ experience in the areas stated above at middle 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:**
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 intergovernmental 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 synchronize 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.

**POST 06/98**
**DIRECTOR: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: DEDEA/2021/01/03**

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

**CENTRE**
Head Office

**REQUIREMENTS**
National Senior Certificate, B. Degree (NQF7) or equivalent qualification majoring in Environmental Management as recognized by SAQA. In addition, five years’ relevant experience at middle after obtaining the minimum qualification within the environmental management space/ senior management level. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance, Maintain
high standards in the following: Leadership, honesty and integrity, objectivity,
diligence, proficiency & due professional care, confidentiality, interpersonal
relations, fairness, courteous. Valid driver’s license required. A successful
candidate will be required to undergo a security clearance.

**DUTIES**
Manage and coordinate the provisioning of integrated environmental impact
management services. Manage and coordinate the provisioning of
environmental authorization services not delegated to district offices or where
DEDEAT is not the competent authority. Manage the provisioning of specialist
environmental impact management support to district offices, municipalities
and industry. Manage processes to analyse, evaluate and monitor the status
of the of environmental impact management practices within the province.
Manage the allocated resources of the Directorate in line with legislative and
departmental policy directives and comply with corporate governance and
planning imperatives.

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

**NOTE**
Preference will be given to a female/ PWD

**OTHER POSTS**

**POST 06/99**
**DEPUTY DIRECTOR: TOURISM DEVELOPMENT**
**REF NO:**
**DEDEA/2021/01/04**

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

**CENTRE**
King Williams Town

**REQUIREMENTS**
National Senior Certificate, B. Degree (NQF level 6 or 7 as recognized by
SAQA) Majoring in Tourism/Hospitality Sciences. Five (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 utilization of the financial
resources of the Sub-Directorate. Monitor evaluate and report on the effective
and efficient utilization (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 utilization 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 06/100**
**DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT**
**REF NO:**
**DEDEA/2021/01/05**

**SALARY**
R733 257 – R963 748 per annum (Level 11)

**CENTRE**
King Williams Town

**REQUIREMENTS**
National Senior Certificate, B. Degree (NQF Level 7) in Public
Administration/Financial Management/Project Management or related field as
recognized by SAQA. In addition, three to five years relevant experience in
Project Management Environment or similar environment. The following skills,
knowledge and attributes are required: Programme and Project Management,
Advanced Computer literacy, Budgeting and Financial Management, Impact
and Influence, Planning and Organizing, Problem Solving, People
Management. A valid driver’s license required.

**DUTIES**
Manage and provide for the development, maintenance and implementation of
the DEDEAT Group Project Management Framework. Develop and maintain a
Dashboard of Projects. Institute a platform for effective planning,
implementation, management, monitoring and reporting of Departmental
projects. Monitor, evaluate and report on the performance of Projects; Develop
and maintain a central repository the Department’s Project Products in
conjunction with the Knowledge Management Unit. Manage the allocated
resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Provide operational support to the Office of the Head of Department.

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

POST 06/101: DEPUTY DIRECTOR: MANUFACTURING REF NO: DEDEA/2021/01/06

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS: National Senior Certificate, B. Degree/Diploma (NQF 6/7) level in Business / Development Studies/Natural Sciences/Engineering/Operations as recognized by SAQA. A minimum of three (3) years relevant experience in the manufacturing development field or similar. The following skills, knowledge and attributes are required: Computer Literacy, Project and Financial Management.

DUTIES: Provide technical support on manufacturing sector development. Facilitate research in support of manufacturing sector development and coordination. Facilitate and provide technical and institutional support to relevant provincial and local government and agencies and related projects in the field of manufacturing. Facilitate the coordination of the manufacturing sector in the Eastern Cape. Perform and manage administrative and related functions.

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

POST 06/102: DEPUTY DIRECTOR: AGRO-PROCESSING REF NO: DEDEA/2021/01/07

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS: National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) with Agricultural Economics or Agricultural Management as a major as recognised by SAQA. A minimum of three (3) years’ experience in the agro-processing or related field. The following skills, knowledge and attributes are required: Computer Literacy, Project Management; Communication and Problem Solving. A valid driver’s licence is required.

DUTIES: Provide technical support to the implementation of the Provincial Agro Industry Development Action Implementation Plan. Manage mainstreaming of start-up agro-processing enterprises. Provide scientific and technical inputs on agro-processing developmental initiatives. Identify, undertake and oversee the application of and adaption of international best practice agro processing and agro industry development models. Manage the budget of the sub-directorate. Coordinate and provide support for research on user-friendly processing methods focusing on innovation, technology and ease of operation and maintenance.

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

POST 06/103: DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDEA/2021/01/08

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS: National Senior Certificate, B. Degree/Diploma (NQF 6/7) or equivalent qualification majoring in Accounting as recognized by SAQA plus a minimum of two (2) years post SAICA Articles experience in an accrual financial management environment. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Budgeting & Financial Management, Preparation of Annual Financial Statement, Programme & Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver’s license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

DUTIES: Provide technical assistance with the development and maintenance of the GFMS’s financial management system in line with legislative, treasury and GRAP standards. Manage reporting and accounts management. Manage and
oversee the maintenance of the GFMS financial management information system. Preparation of quarterly and annual financial statements. Manage and coordinate the planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Supervise the allocated resources of the Sub-Unit in line with legislative and GFMS policy directives and ensure compliance with corporate governance and planning imperatives.

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

POST 06/104: DEPUTY DIRECTOR: MONITORING, EVALUATION & REPORTING REF NO: DEDEA/2021/01/09

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS:
National Senior Certificate, B. Degree/Diploma (NQF 6/7) or equivalent qualification in Public/ Business Administration/ Management as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework, Knowledge and experience of programme evaluation, Knowledge of Strategic Management and Policy analysis, Ability to evaluate and analyze information for policy development and application of policies, Programme & Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver’s license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

DUTIES:
Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plans, framework and divisional operational plans. Analyse and assess strategic and annual performance plans and ensure the correct alignment, thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Coordinate the Departmental evaluation mechanism for strategic and operational programmes. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Assist in the development and implementation of best practice planning, monitoring and reporting systems and mechanisms. Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Monitor the implementation of performance guidelines and frameworks and advise stakeholders accordingly. Coordinate the implementation of annual outcomes and impact reporting. Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitoring, evaluation and reporting. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, to ensure a streamlined process. can be directed to Mr T. Gantsho at Tel No: (043) 605 7091

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

POST 06/105: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DEDEA/2021/01/10

SALARY: R733 257 – R863 748 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS:
National Senior Certificate, B. Degree/Diploma (NQF level 6 or 7 as recognised by SAQA) with Auditing and Accounting as major subjects coupled with a minimum of 5 years’ experience in an Auditing environment of which 3 years must be at supervisory or Assistant Director level. Completed internal audit or external audit articles, completed IAT, PIA, CIA or relevant professional
The following skills, knowledge and attributes are required: Advanced Computer Literacy, Knowledge of Internal Auditing, Knowledge of Teammate System, Enterprise Risk Management Framework, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations, Understanding and application of International Standards for the Professional Practice of Internal Auditing, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver’s license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES:**
Development of strategic and annual operational planning for the audit function. Assist in the development of the departmental audit universe, and internal audit plan. Allocate appropriate resources for the audit plan. Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the identification of audit risk, development of audit programmes and ensure execution of audits based on the audit programme. Execute audit work and review audit work performed. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adherence to IIA requirements and departmental methodology. Monitor staff development and ensure implementation of the continuous professional development (CPD) policies in line with the IIA standards.

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

**POST 06/106:**
DEPUTY DIRECTOR: INTEGRATED STRATEGIC MANAGEMENT
REF NO: DEDEA/2021/01/11

**SALARY:**
R733 257 – R863 748 per Annum (Level 11)

**CENTRE:**
Head Office

**REQUIREMENTS:**
National Senior Certificate. B. Degree (NQF 6 or 7) or equivalent qualification in Public/ Business Administration/ Management as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework, Knowledge and experience of programme evaluation, Knowledge of Strategic Management and Policy analysis, Ability to evaluate and analyse information for policy development and application of policies, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Ability to write reports and compile presentations, Co-ordination, Strategic capability and leadership, Monitoring and development evaluation, Client orientated and customer focus, Financial management, Research skills, Business and process facilitation, Scenario planning, assertiveness, attention to detail, ability to work under pressure, ability to work in a team and independently, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver’s license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

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

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

POST 06/107 : DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DEDEA/2021/01/12

SALARY : R733 257 – R863 748 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification majoring in Social Work/Psychology /EAP as recognized by SAQA. Post graduate qualification in a related field will be an added advantage. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Professional Registration: Professional registration, in good standing, with a relevant body (e.g. South African Institute of Occupational Safety and Health). The following skills, knowledge and attributes are required: Advanced Computer Literacy, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Knowledge and understanding of all applicable Public Service and EH and W legislation, policies, practices and procedures, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver’s license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

DUTIES : Manage and supervise the provisioning, development and implementation of Employee Health and wellness programmes. Manage and supervise the provisioning, development and implementation of HIV and AIDS management programmes. Supervise the provisioning, development and implementation of health management programmes. Supervise the provisioning, development and implementation of occupational hygiene management programmes. Supervise the allocation of resources of the sub directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.

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

POST 06/108 : DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: DEDEA/2021/01/13

SALARY : R733 257 – R863 748 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification in Organisational Development/Operations/Production Management/ Industrial Psychology/Management Services/ Human Resource Management qualification as recognized by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field and a certificate in Organizational design and Job Evaluation will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Knowledge and understanding of all applicable Public Service policies and relevant DPSA prescripts, practices and procedures, Ability to write reports and compile presentations, Knowledge of Equate or Evaluate system, Change Management, negotiation skills and analytical and innovative thinking, written and verbal communication skills, and knowledge of Persal. Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional
care, confidentiality, interpersonal relations, fairness, courteous. Valid driver’s license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES**: Review and redesign departmental organisational structure: Manage the development of Organizational reviews and functional structure. Coordinate the development of service delivery model and business case for change. Provide strategic and technical advice on the alignment of departmental strategy with the organizational structure. Manage Persal establishment. Facilitate the processes of conducting a mandate analysis and compile diagnostic report. Develop and maintain functional Organisational structure. Develop and Consult on functional organisational structure with internal and external stakeholders in the department. Implement and maintain Persal post establishment. Conduct business processes mapping and develop standard operating procedures for the department: Manage and Coordinate Business Process and Change Management. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance/assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and review of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Coordinate and ensure implementation of Job Evaluation (JE): Manage and Coordinate all positions that are due for a job evaluation process. Manage job analysis and the capturing of data in the system. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation of results. Manage capturing of JE results in the system (PERSAL). Assist in the review of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Manage the implementation of Organisational change and transformation programmes: Manage the promotion and facilitation of the implementation of Batho Pele Programmes and Customer Care.

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

**POST 06/109**

**DEPUTY DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DEDEA/2021/01/14 (X2 POSTS)**

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

**CENTRE**: Head Office

**REQUIREMENTS**: National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification majoring in Economics/Business Management/Development Studies or equivalent qualification as recognised by SAQA. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level. Post graduate qualification in a related field will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Programme and Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Knowledge and understanding of all applicable Public Service legislation, policies, practices and procedures, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver’s license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

**DUTIES**: Facilitate the development of policy instruments in support of enterprises in the EC Province. Monitor evaluate and report on the sustainable impact of enterprise development policies, strategies, programmes and instruments. Provide technical advisory and support services to DEDEAT’s implementing structures and agents. Provide technical support to established partnerships with various institutions for the growth and development of enterprises. Facilitate coordination with Municipalities on support programmes for SMME’s. Facilitate the initiatives for the transformation of industries operating in the EC Province for an inclusive economy targeting the vulnerable groups and
historically disadvantaged communities. Provide analysis of performance information submitted by entities and regional offices in line with Annual Performance Plan. Facilitate implementation of projects for economic empowerment of communities and businesses operating in townships and rural areas.

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

POST 06/110: DEPUTY DIRECTOR: DEMAND, ACQUISITION AND LOGISTICS REF NO: DEDEA/2021/01/15

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

CENTRE: Head Office

REQUIREMENTS: National Senior Certificate, B. Degree/Diploma (NQF 6 or 7) or equivalent qualification in Finance, Supply Chain Management or Public Management. In addition, five years’ relevant experience of which 3 years should be at supervisory or Assistant Director Level in demand, acquisition, logistics and contract management. Post graduate qualification in a related field and Registration as a Member of Chartered Institute of Procurement and Supply (MCIPS) will be an added advantage. The following skills, knowledge and attributes are required: Knowledge and understanding of Preferential Procurement Policy Framework Act, BBBEE and PFMA; Knowledge of Supply Chain Management Framework, Logistics Services and Asset Management; Computer Skills, People management skills; Research and analytical skills; Policy development and analysis skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency and due professional care, confidentiality, interpersonal relations, fairness, courteous. Valid driver’s license required. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

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

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

POST 06/111: CONTROL ENVIRONMENTAL OFFICER GRADE A (ENVIRONMENTAL MANAGEMENT) REF NO: DEDEA/2021/01/16

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

CENTRE: OR Tambo

REQUIREMENTS: National Senior Certificate, 4 years’ degree or equivalent qualification, appropriate Bachelor's Degree/Diploma in natural or environmental science fields. At least 6 years post qualification experience of which three years must include managerial experience and knowledge of environmental management. The following skills, knowledge and attributes are required: Environmental impact assessment management. Understanding and knowledge of relevant environmental prescripts. Proven ability and experience to write and interpret technical reports and documents. Management and negotiation skills. Ability to work productively in an environment consisting of multidisciplinary internal and external staff and stakeholders. Good communication (verbal and written), presentation and report writing skills. Able to provide technical support to other Departmental environmental functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups. Computer literacy. A valid driver’s licence.

DUTIES: Co-ordinating Environmental Management sector in the region supervise policy implementation, regional planning, resource utilization and
management. Coordination of regional administration, planning, budgeting, performance management and reporting. Provide line function support on environmental planning and coordination; compliance and enforcement; environmental quality management (waste and air quality); biodiversity and coastal management and implementation of Environmental Empowerments Services and Facilitate project development and implementation to address environmental issues e.g. EPWP environmental sector. Supporting district and local municipalities on environmental management. Coordinate climate change planning. Integrate environmental sustainability into municipal and sector plans. Coordinate intergovernmental relations in the environmental sector. Support Departmental Senior Management, representing the Chief Director, HOD and MEC as delegated.

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

POST 06/112: CONTROL ENVIRONMENTAL OFFICER: COMPLIANCE AND ENFORCEMENT REF NO: DEDEA/2021/01/17

SALARY: R495 219 – R566 220 per Annum (OSD)
CENTRE: Sarah Baartman Region
REQUIREMENTS: National Senior Certificate, 4 years’ degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience of which a minimum of 3 years must be in environmental law enforcement. An EMI qualification will be an advantage. The following skills, knowledge and attributes are required: Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Practical environmental compliance and enforcement experience will be an added advantage. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills. Ability to transfer compliance and enforcement skills to EMIs. Strategic, problem-solving and negotiation skills. Administrative and logistical skills. Customer focus and responsiveness. Willing to travel extensively and work irregular hours. Valid driver’s licence required.

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

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

POST 06/113: ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT

SALARY: R402 045 – R557 856 per annum (OSD)
CENTRE: Sarah Baartman Ref No: DEDEA/2021/01/18 (X2 Posts)
Joe Gqabi Ref No: DEDEA/2021/01/19 (X1 Post)
OR Tambo Ref No: DEDEA/2021/01/20 (X1 Post)
Alfred Nzo Ref No: DEDEA/2021/01/21 (X1 Post)

REQUIREMENTS: National Senior Certificate, An Honours Degree or higher qualification in Environmental Management/Natural Sciences/Policing or related qualification. A valid driver’s licence. The following skills, competencies and attributes are required: Working knowledge of environmental law enforcement; working knowledge of administrative and/or criminal enforcement. The completion of an Environmental Management Inspector training course and experience in forensic investigations will be an added advantage. Knowledge in the following: Environmental legislation, Constitutional law, administrative law, criminal law, EMI Operating Manual; Interpretation and application of legislation; Principles of environmental management; Communication (written and verbal) skills; Client orientation and customer focus.

DUTIES: Conduct Investigation into complaints of non-compliance with environmental legislation; Draft administrative enforcement documents; affidavits; specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Compile comprehensive case dockets/files with admissible evidence; Assist and partake in joint enforcement investigations and operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in
awareness raising and capacity building programmes.

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

**POST 06/114**: LEGAL ADMINISTRATION OFFICER

**REF NO**: DEDEA/2021/01/29 (X2 POSTS)

**SALARY**: Grade 5: R373 389 – R480 921 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE**: Head Office

**REQUIREMENTS**: National Senior Certificate, A law degree (NQF level 7) majoring in Legal practice recognized by SAQA. Admission as an attorney / advocate with 3 years post admission experience. Supervisory experience will be an advantage. Computer literacy and a valid driver’s license is required. The following skills, knowledge and attributes are required: Clear understanding of litigation procedures especially that of Organs of State, clear understanding of Corporate Governance Requirements, Disciplinary Procedures in line with the Public Service Act as well as procedure for drafting policy and legislation and adoption thereof. Knowledge of all legislation relevant to the Department. Specialised skill in Environmental Affairs will be an advantage. Strategic capability and leadership, Programme and Project Management, Financial Management, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, and Investigation

**DUTIES**: Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support services. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

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

**POST 06/115**: INTERNAL AUDITOR

**REF NO**: DEDEA/2021/01/30

**SALARY**: R316 791 – R373 167 per annum (Level 08)

**CENTRE**: Head Office

**REQUIREMENTS**: National Senior Certificate, A National Diploma or Degree (NQF level 6 or 7) qualification in Internal Auditing as recognized by SAQA. In addition, 2-3 years working experience in relevant field. Relevant professional registration will be an added advantage. The following skills, knowledge and attributes are required: Extensive knowledge of relevant legislations such as Public Finance Management Act 1999 as amended (PFMA), Pubic Service Act 1994 and Professional Practices such as the Standards for the Professional Practices of Internal Auditing (SPPIA) issued by the Institute of Internal Auditors (IIA), Good communication skills. Computer Literacy. Skills, Knowledge of PFMA and accompanying Treasury Regulations, Research, report writing, negotiation, interpersonal relations, communication, facilities, analyzing, conflict management, presentation, working in a team. Valid driver’s license required.

**DUTIES**: Contribute to the development of strategic audit plans. Participate in the identification of the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist the Accounting Officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department’s controls/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Participate in the development of proposals to determine the scope of allocated internal audit engagements. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Progress report against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the Internal Audit Environment.

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

**POST 06/116**: SENIOR CONSUMER ADVISOR

**REF NO**: DEDEA/2021/01/31

**SALARY**: R316 791 – R373 167 per annum (Level 08)

**CENTRE**: Sarah Baartman

**REQUIREMENTS**: National Senior Certificate, A National Diploma or Degree (NQF level 6 or 7) qualification majoring in Business Management/Dispute Resolution/Public Administration. Valid driver’s licence. The following skills, knowledge and attributes are required: Citizen Service Orientated; Creative thinking; Problem
solving; Able to produce written business/ technical communications and reports and communicate verbally in meetings, and public presentations; Computer literate.

DUTIES: Provide technical assistance with the development of and implement the targeted district consumer awareness strategy. Provide technical assistance to consumers to resolve complaints. Perform admin related functions.

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

POST 06/117 : PRINCIPAL PERSONNEL PRACTITIONER: RECRUITMENT AND CONDITIONS OF SERVICES REF NO: DEDEA/2021/01/32

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

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, A National Diploma (NQF level 6)/Degree (NQF level 7) qualification majoring in Human Resource Management. Three years’ experience after obtaining the qualification in HR provisioning and service benefit administration environment. Valid driver’s licence. The following skills, knowledge and attributes are required: Knowledge of Persal; Public Service Act and Public Service Regulations; Batho Pele Principles; Good written and verbal communication skills; Presentation skills; Conflict management; Analytical; Computer literacy; Planning and organising; Supervisory; Time Management.


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

POST 06/118 : ENVIRONMENTAL OFFICER: BIODIVERSITY REF NO: DEDEA/2021/01/22

SALARY : Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Chris Hani

REQUIREMENTS : National Senior Certificate, Degree or diploma in the Environmental conservation sciences field or equivalent qualification as recognised by SAQA. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver’s licence required.

DUTIES : Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the members of the public and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office on wildlife management; Undertake compliance monitoring exercises in respect of wildlife permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and Local Government on issues relating to biodiversity conservation and protected area management. Liaison with the Eastern Cape Parks and Tourism Agency; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time.

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

POST 06/119 : ENVIRONMENTAL OFFICER: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: DEDEA/2021/01/23

SALARY : Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD).

CENTRE : Amathole

REQUIREMENTS : National Senior Certificate, Degree or a National Diploma in Nature /Environmental Science field or equivalent qualification as recognized by SAQA. The following skills, knowledge and attributes are required: Computer literacy; good written and verbal communication skills; Knowledge of environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver’s licence required.

DUTIES : Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the members of the public and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office on wildlife management; Undertake compliance monitoring exercises in respect of wildlife permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and Local Government on issues relating to biodiversity conservation and protected area management. Liaison with the Eastern Cape Parks and Tourism Agency; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time.
literacy; good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid Driver’s license is required.

**DUTIES**: Implementation of Environmental Management tools such as Environmental Impact Assessment and management systems to ensure compliance with Provincial and National Environmental Legislation and Policies. Perform inspection and compile inspection reports and Record of Decision in accordance with the National Environmental law and National Environmental Management Act. Implement National Waste Management Strategies, Waste management Act and Air Quality Management Act; EIA Regulations. Conduct Compliance monitoring on waste management as well as air quality services. Liaison with National, Provincial and Local Government in terms of Environmental policies procedures and legislation. Perform any other duties relating to administration and management as may be delegated from time to time.

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

**POST 06/120**: ENVIRONMENTAL OFFICER: COASTAL ZONE MANAGEMENT

**SALARY**: Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE**: Alfred Nzo Ref No: DEDEA/2021/01/24
Sarah Baartman Ref No: DEDEA/2021/01/25

**REQUIREMENTS**: National Senior Certificate, Degree or Diploma in Environmental Management/Natural Science/Coastal Planning or equivalent qualification field as recognized by SAQA. The following skills, knowledge and attributes are required: Integrated Coastal Planning and Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid driver’s license is required.

**DUTIES**: Implementation of Policies and legislation on integrated coastal management. Promote integrated coastal management. Advise members of the public on issues relating to coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.

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

**POST 06/121**: ENVIRONMENTAL OFFICER: EMPOWERMENT SERVICES REF NO: DEDEA/2021/01/26

**SALARY**: Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE**: Amathole

**REQUIREMENTS**: National Senior Certificate, Degree/diploma in Environmental Management/Education or Natural Science fields. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Driver’s licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act).

**DUTIES**: Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following: Identifying and implementing environmental capacity building programmes for the general public and relevant stakeholders; Developing and implementing community-based natural resource management and environmental action projects for sustainable development; Promoting and implementing environmental awareness programmes. Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.

**ENQUIRIES**: can be directed to Mr T. Gantsho at Tel No: (043) 605 7091
POST 06/122: ENVIRONMENTAL OFFICER: WASTE AND AIR QUALITY MANAGEMENT

SALARY: Grade A: R272 739 – R302 691 per annum. Appropriate salary will be determined according to the regulatory Framework (based on OSD)

CENTRE: Joe Gqabi Ref No: DEDEA/2021/01/27
Chris Hani Ref No: DEDEA/2021/01/28

REQUIREMENTS: National Senior Certificate, Degree/diploma in Environmental Management or Natural Science fields. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Driver’s licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, Air Quality Act, National Waste Management Strategy, Environmental Impact Assessment Regulations etc.

DUTIES: Implementation of environmental policies, strategies, action plans and legislations. Integrated Waste Management Planning (IWMP) and Air Quality management. Contribute to the development, monitoring and implementation of Provincial IWMP, Hazardous waste plans and Air Quality plans. Implement EIA regulations and licensing in respect of disposal facilities. Enforcement and compliance in relation to permits, licenses and authorizations issued. Respond and attend to pollution incidents and complaints. Liaison with National, Provincial and Local Government on issues relating to environmental management (waste and air quality management). Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.

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

OFFICE OF THE PREMIER

Females, Coloureds, Whites & Indians and Persons with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Please take note, NO hand delivered applications will be allowed due to COVID 19. Applications: can be emailed to HODrecruitment@otp.ecprov.gov.za

FOR ATTENTION: Mr L. Van Zuydam / Ms S Nkonki

CLOSING DATE: 05 March 2021

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 licence. 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 and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. Further Note: Applications must be submitted on the newly approved prescribed application form Z83, which is obtainable from any Public
Service Department or on the internet at www.dpsa.gov.za. A comprehensive CV and certified copies of educational qualifications, identity document and driver’s licence must be attached. Failure to comply with the above may result in immediate disqualification. Applicants who have already applied for the same vacancies published in other print media, with a closing of 12 February 2021, need not to apply again.

MANAGEMENT ECHELON

POST 06/123 : HEAD OF DEPARTMENT OF EDUCATION REF NO: 01/01/2021

SALARY : R1 976 533 per annum (Level 16)

CENTRE : Zwelitsha

REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) and a postgraduate (NQF level 8) relevant qualification as recognized by SAQA. Must have 8 to 10 years’ experience at senior management level, of which 3 years must have been at Executive Management level and 3 years must have been with any organ of state as defined in the Constitution, Act 108 of 1996. Qualifications and experience related to the Education sector will be advantageous. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Pre-entry Certificate for Senior Management Services is a requirement. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment and Empowerment, Service Delivery Innovation, Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Service Finance Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

DUTIES : Manage departmental operations and support functions. Align planning to the national and provincial planning framework. Ensure the implementation of national and provincial policies, legislation and education priorities. Promoting a culture of education and facilitating delivery of quality teaching and learning. Facilitating the setting up of mechanisms for strengthening the department and building the skills and human resources base of the Eastern Cape. Ensuring the efficient utilisation and management of education resources, the promotion of investment in education and the strategic deployment of the human and financial resources at its disposal. Facilitating the realignment and streamlining of the Department to increase its efficiency and effectiveness. Ensuring the implementation of the National Curriculum Statement and Early Childhood Development. Implement good governance systems and the compliance-monitoring framework, including sound financial management, risk assurance management services, customer and stakeholder participation in health planning and sound environmental practices. Ensuring cooperation and collaboration with relevant institutions, such as parliamentary committees, provincial and national inter-and intra-governmental structures and external stakeholders.

ENQUIRIES : Can be directed to Mr. L Van Zuydam at Tel No: (076) 784 5033 / Mrs S Nkonki at Tel No: (060) 961 8624

DEPARTMENT OF SOCIAL DEVELOPMENT

Department of Social Development 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 forwarded to Provincial Office: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William’s Town, for the attention of Ms. A Njaba or post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.

FOR ATTENTION : Ms Z. Moyeni

CLOSING DATE : 05 March 2021

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). Preference will be given to persons with disabilities.

MANAGEMENT ECHELON

POST 06/124 : CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSD 01/01/2021

Re-advertised Previous Interested applicants are invited to re-apply as well

SALARY : R1 251 183 per annum (Level 14)

CENTRE : Provincial Office (KWT)

REQUIREMENTS : National Senior Certificate, plus an appropriate NQF level 7 (B. Degree) qualification in Human Resource Management/Development/Public Management/ Business Management/Administration or equivalent qualification as recognized by SAQA. A postgraduate qualification in the Social Sciences, Business Management or other relevant field would be an added advantage. 5 years’ experience at Senior Management level in the Human Resource Management environment with a strong track record in a corporate services environment. A valid driver’s license. Advanced computer literacy. An SMS pre-entry Certificate must be attached, and this is in compliance with DPSA Directive paragraph 10.3. Competencies: Sound understanding of the public sector regulatory frameworks, processes, systems, and transformation agenda with precise knowledge of Public Service Act, Public Service Regulation Act, Labour Relations Act, Skills Development Act, PAIA, PAJA, POPIA BCEA, COIDA. Specialized knowledge of personnel provisioning and utilization processes, condition of services and termination, structure and functioning of the department, PERSAL literacy and personnel information systems, collective agreements, Codes of Remunerations and Public Management Finance Act. Must have excellent communication skills, change management, client orientation and customer focused, diversity management, risk management, audit and assurance. Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment. Ability to work in a highly pressurized environment.

that the regulations framed under the regulations promulgated under the various Acts are captured in daily operations. Ensure that norms and standard and practices are adhered to. Ensure the monitoring and evaluation of all programmes. Ensuring the quality assurance of all programmes in the department. Management of Human Resources capacity Development and Organisational Development. Ensuring management of Human Resources Development. Ensuring management and implementation of PMDS. Management of organizational Development and designs. Management of Employee relations and employee health and wellness. Management of employees relations. Management of collective bargaining. Ensuring Quality of work and life management. Ensuring Health and safety programmes.

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

OTHER POST

POST 06/125: ASSISTANT DIRECTOR: WELLNESS REF NO: DSD 02/02/2021

SALARY: R376 596 per annum (Level 09)
CENTRE: Provincial Office (KWT)
REQUIREMENTS: National Senior Certificate, plus an appropriate NQF level 7 qualification Degree in Social Work or Psychology or related field. At least 3 years at supervisory level 7/8. Competencies; Knowledge of Public Service Legislation, Department of Public Service and Administration Employee Health and Wellness Strategic Framework and related policies. Environment or human behaviour management related field. Monitoring and Evaluation, Data Analysis and Reporting as well as Computer Literacy skills. Registration with the relevant professional body e.g. SACSSP or HPCSA and Personal Profile: Communication skills, organisation ability, motivation skills, ability to meet deadlines, self-driven, strong inter-personal relations skills and decision-making ability, approachable, analytical and innovative, ability to work in a team, research and report writing skills.

DUTIES: Ensure coordination, monitoring and evaluation of the EHWP in the Department. Interpret and implement policies regarding management of HIV and AIDS and Employee Wellness Programmes. Assist in the Development, review and distribution of HIV & AIDS policy to districts and Head Office. Promote prevention through Peer Education programme. Conduct awareness campaigns on HIV and AIDS and related illnesses. Facilitate health screening programmes for employees. Look at problems affecting employees and their families. Establish networks for the implementation of HIV & AIDS programmes. Liaise with OTP and other government departments e.g. DPSA. Liaise with professional people for referral cases e.g. Psychologists. Conduct presentations. Market the Employee Wellness Programme. Provide professional support to employees/managers on managing/improving performance of employees affected and infected with HIV & AIDS. Facilitate workshops for managers on identifying troubled employees. Counsel employees who seek help and make referrals. Establish prevention, care and support programmes as well as monitoring and evaluation. Facilitate establishment and implementation of wellness Committees in the Districts and Head Office. Conduct awareness campaigns on prevention. Encourage employees to access care and support through joining medical aid schemes. Facilitate training and development.

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

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: Please take note, NO hand delivered applications will be allowed due to COVID 19. Applicants can apply online using www.ecprov.gov.za through E-recruitment system.
CLOSING DATE: 05 March 2021
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 and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link:https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. NB: To Obtain More Information On Requirements And Functions: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ectransport.gov.za

OTHER POSTS

POST 06/126 : CHIEF ENGINEER: TRAFFIC ENGINEERING & LAND FREIGHT REF NO: DOT 01/01/2021

(Salary: Grade A: R1 042 827 per annum (OSD), all – inclusive remuneration package)

CENTRE : Head Office


DUTIES : Freight planning and analysis effectiveness: Ensure alignment of Provincial policies and strategies with national policies. Update existing policies on overload control. Ensure alignment of Provincial policies and strategies with national policies. Ensure linkage with the Strategic Freight Development Corridors Initiative. Draft a Provincial Freight Plan. Build capacity to municipalities around the development and implementation of integrated transport plans. Maintain Freight planning implementation effectiveness: Implement policies and regulations for control and elimination of overloading. Oversee progress in the Construction of provincial weighbridges. Ensure that weighbridges are run efficiently and effectively. Establish, Coordinate and Manage the Provincial Freight Logistics Forum. Compile a Freight Databank. Promote intermodalism and other sustainable methods for the carriage of cargo. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical
consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

Financial Management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; 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 of the sub-directorate.

People management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; 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 of the sub-directorate.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 06/127
DEPUTY DIRECTOR: TECHNICAL ADMINISTRATION
REF NO: DOT 02/01/2021

SALARY:
R733 257 per annum (all – inclusive salary package)

CENTRE:
Joe Gqabi

REQUIREMENTS:

DUTIES:
To render effective technical and administrative support service. Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works. Co-ordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation. Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 06/128
DEPUTY DIRECTOR: MANAGEMENT INFORMATION SERVICES
REF NO: DOT 03/01/2021

SALARY:
R733 257 per annum, (all – inclusive salary package)

CENTRE:
Head Office

REQUIREMENTS:
National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF 7) as recognized by SAQA in Information Systems or Information Technology/B.Sc.
Computer Science with Information Systems as a major subject. Microsoft Power BI. Project management; MCDBA; IT management; added advantage. Valid driver’s license (Code 08) is compulsory. Knowledge: Strong technical knowledge of data management systems, data warehousing methodology, data quality, data modelling, data governance, analytics, and predictive modeling. Strong technical knowledge of current data management trends. Proven experience in building and managing virtual teams. Extensive knowledge of SQL and data manipulation languages. Proven experience in BI/data warehousing planning and development. Proven experience in infrastructure and staff. Excellent understanding of the organization’s goals and objectives. In-depth knowledge of applicable data privacy practices and laws in multiple countries. Experience in successfully using project management tools to execute large scale global projects. Strong understanding of project management principles. Strong understanding of human resource management principles, practices, and procedures. Strong written and communicational skills in English.

**DUTIES**: Strategy & Planning: Work with stakeholders to define business and systems requirements for new information technologies, particularly in the areas of BI, analytics, and data warehousing. Work with different business units at the director level to align the business and IT. Ensure the efficient utilization of data resources across different business units and global locations (if applicable). Oversee all reports, dashboards, and information artifacts. Develop global maintenance schedules for BI and data warehousing systems. Promote BI program. Develop business intelligence competency centre (BICC). Facilitate system feasibility studies, proof of concepts, pilot project, and testing. Examine, refine, and develop BI metrics. Ensure best practices are established for effective problem resolution for a high availability, 24/7, global environment. Develop, implement, and maintain all key BI and data management policies and procedures, including those for BI/EDW architecture, data centers, standards, purchasing, monitoring, and service provision. Acquisition & Deployment: Manage the deployment, monitoring, maintenance, development, upgrade, and support of BI/EDW systems, including data architecture, data integration, and high availability, security, and data privacy. Define the short- and long-term strategies for the corporate BI/analytics program to ensure effective delivery of information that meets current and future requirements. Approve purchase of equipment and supplies to meet operational requirements of the business. Analyze existing operations and make recommendations for the improvement and growth of the BI/EDW architecture. Conduct research and remain current with the latest data technologies and solutions in support of future data management procurement efforts. Develop requests for proposal. Operational Management: Practice asset management for hardware, software, and equipment. Manage operations staffing, including recruitment supervision, scheduling, development, evaluation, and disciplinary actions across multiple global locations. Ensure change management practices conform to organization-wide standards. Establish and maintain regular written and in-person communications with the organization’s executives, department heads, and end users regarding information-based decision making. Assist in the provisioning of end-user services, including user hotline and technical support services.

**ENQUIRIES**: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/129**: DEPUTY DIRECTOR: COMMUNITY BASED PROGRAMMES REF NO: DOT 04/01/2021

**SALARY**: R733 257 per annum, (all – inclusive salary package)

**CENTRE**: Alfred Nzo


**DUTIES**: Promote community development programmes through the implementation of
EPWP flagship programmes. Create work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services at community level that contribute towards poverty alleviation. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors. Promote implementation of EPWP innovation initiatives. Facilitate training of EPWP beneficiaries. Promote enterprise development. Facilitate the development of artisans and labour-intensive practitioners. Facilitate implementation of NYS. Facilitate and implement contractor development programs. Manage and coordinate expenditure on the EPWP programme. Assess the impact of all EPWP projects. Monitor implementation of EPWP projects. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 06/130: DEPUTY DIRECTOR: COMMUNITY OUTREACH REF NO: DOT 05/01/2021

SALARY: R733 257 per annum, (all – inclusive salary package)

CENTRE: Head Office

REQUIREMENTS:

DUTIES:
Research and develop strategies to promote public empowerment and participation in road safety. Coordinate the identification of road safety needs. Coordinate the development of effective community based road safety marketing strategies. Identify, assess, prioritize and coordinate research and information gathering on Road Safety. Coordinate the implementation and management of road safety community based programmes and project. Monitor and evaluate the impact of community based road safety projects. Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by Local Authorities and Entities. Promote integration in Road Safety awareness. Ensure effective practical cooperation between provincial structures, other role players and the directorate to increase awareness. Ensure promotion, training and development of various structures and organisations. Provide support to road safety community structures and organisations. Facilitate training, coordination and information sharing with key partners on different aspects on road safety education and awareness. Develop road safety guiding documents and manuals. Financial Management. Manage procurement and budget of the section. Consolidate costed district operational plans into a sub directorate operational plan. Work out budget allocation and cash flow of the sub directorate. Monitor expenditure for the sub directorate and districts and recommend corrective action if under or over spending. Participate in In-Year
Monitoring and prepare reports for the sub directorate. Develop procurement plan for the sub directorate and coordinate procurement plans from the districts.

**ENQUIRIES**

Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/131**

**CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT REF NO: DOT 07/01/2021**

**SALARY**

R470 040 per annum (Level 10)

**CENTRE**

Cradock

**REQUIREMENTS**


**DUTIES**

Conducting of inspections to DLTC’s to check compliance with procedures: Check availability of registration certificate, registered examiners and their correct grading. Check whether applicants are correctly booked in the register. Check whether all relevant prescribed forms are completed. Inspect layout of yard test in respect of road markings and measurements of manoeuvres are correct. Check that all people using NATIS are authorised to do so and they are effecting appropriate allocated transactions. Audit files and pursue any irregularities that may prevail which may lead to disciplinary or criminal offence. Conducting of inspections to VTS’s to check adherence with procedures: Check that the site is correctly zoned and the structure has a clear entrance and exit. Check whether the working space provided is of the correct length. Check whether the facilities are correctly calibrated as well as the validity of the calibration certificate as per SABS (SANS) standards. Check whether there is a management representative managing all affairs of the facility. The application and execution of punitive measures in respect of any irregularities and to effect appropriate measures for non-compliance: Suspend or cancel all an authorised officers/stations/centres. Analyze and scrutinize the extent of peculiarities and irregularities for decision making. Issue TS 4 form for warning or TS 5 form for suspension of the station. Execute any duties confined in the Criminal Procedure Act. Execute any duties confined in the Criminal Procedure Act. Monitoring compliance with set provincial specifications by number plate manufacturers and embossers: Conduct physical inspections to embossers to check whether the certificate is displayed conspicuously. Cancel registration for non-compliance.

**ENQUIRIES**

Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/132**

**ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 06/01/2021**

**SALARY**

R376 596.per annum (Level 09)

**CENTRE**

Sarah Baartman

**REQUIREMENTS**


**DUTIES**

To create work opportunities for the poor and unemployed people using EPWP. Manage implementation of EPWP flagship programmes. Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance
with the EPWP policies, guidelines, norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors. Manage implementation of EPWP innovation initiatives. Facilitate training of EPWP beneficiaries. Facilitate enterprise development. Facilitate the development of artisans and labour-intensive practitioners. Manage implementation of NYS. Implement contractor development programs. Coordinate expenditure on the EPWP programme. Assess the impact of all EPWP projects. Manage implementation of EPWP project. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the component. Manage daily employee performance and ensure timely

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 06/133: PRINCIPAL FIREMAN (TRAINING OFFICER): FIRE RESCUE & APRON SERVICES REF NO: DOT 08/01/2021 (This is re-advertisement)

SALARY: R257 508 per annum (Level 07)

CENTRE: Umthatha Airport


DUTIES: Governance, Compliance and Risk Management: Adhere to statutory regulations, organizational standards, policies and procedures. Report non-compliance and implement corrective actions to ensure compliance. Render Training services: Manage the Aerodrome Rescue and Fire Fighting Training requirements in conformance to the South African Civil Aviation (SACAA) standards recommendation practices and technical standards and to South African legislation requirements. Implement training programmes to ensure operational readiness. Schedule and facilitate operational on-the-job theoretical and practical training for ARFF. Conduct competency assessments in line with legislative requirements. In conjunction with the ARFF department of ACSA Training Academy, amend and update the content of on-the-job and practical training, as and when required. Conduct regular training needs analysis and submit for inclusion in the training plan. Implement and maintain training QMS and filling system to ensure compliance to regulatory standards. Conduct physical assessments for new and existing staff. Conduct training and intervention assessments to ensure applicability, efficiency and effectiveness of courses in line with organizational objectives. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the component. Manage daily employee performance and ensure timely
Performance Assessments of all subordinates.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 06/134: ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: DOT 09/01/2021

SALARY: R376 596 per annum (Level 09)

CENTRE: Head Office


DUTIES: Facilitate the processing of service Terminations. Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.) Conduct workshops on Service Terminations. Facilitate the processing of Leave Administration. Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with Persal. Compile PILLAR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management. Facilitate the processing of Service benefits. Align Long service award list with Persal. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept. of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid/allocated. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Enable timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

POST 06/135: ENGINEERING TECHNICIAN: MECHANICAL (X2 POSTS) (One Year Contract)

SALARY: R311 859 per annum

CENTRE: Chris Hani Ref No: DOT 10/01/2021

Joe Gqabi Ref No: DOT 13/01/2021

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Mechanical Engineering. A Valid driver’s license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. 3 years post qualification technical experience. Knowledge: Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering application, knowledge of legal compliance, Technical report writing, Networking, professional judgement. Generic: Problem solving and analysis, Decision making, Team work, creativity, self-management, Customer focus and responsiveness, communication, computer skills, planning and organising

DUTIES: Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety in line statutory and regulatory requirements. Adhere to existing technical
 manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/136**
**ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT OPERATIONS**

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
Joe Gqabi Ref No: DOT 11/01/2021
Sarah Baartman Ref No: DOT12/01/2021

**REQUIREMENTS**
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Office administration/ Public Management/ Business administration. 3 years' relevant experience. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES**
Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Disseminate information on taxi recapitalisation programme. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Develop a proper filling system for the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.

**ENQUIRIES**
Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458

**POST 06/137**
**LICENSES CLERK (SUPERVISOR): PT REGISTRATION OPERATOR LICENSES & PERMITS REF NO: DOT 13/01/2021 (X2 POSTS)**

**SALARY**
R257 508 per annum (Level 07)

**CENTRE**
OR Tambo

**REQUIREMENTS**

**DUTIES**
Render administrative support leading to the formalization of Public Transport Operations through registration. Activities: Validating the received documents for registration of public transport vehicles and their capturing. Processes memo leading to the linking/registration/capturing of Public Transport vehicles. Capturing of approved vehicle applications (Replacement/Granted/Conversion/Transfer/Estate). Preparation of registration monthly reports. Activities: Request reports from the employees involved in registration and capturing of vehicles. Compile reports and send them to the Assistant Manager. Filing copies in each month for future reference. Assisting in monitoring the compliance by registered operators and their associations with the prescribed minimum standards. Activities: Coordinating
Voter Education, Nominations, Elections to ensure the fairness of the process.
Coordinating the Inauguration and Training of the newly elected Local Association Executive, and, monitoring and assisting the newly elected executive in executing its duties.

ENQUIRIES : Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: (043) 604 7455/7458