

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Be Forwarded To: Post to: The Director: Human Resources Services, Eastern Cape Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery/Courier: Steve Tshwete House, 31-33 Phillip Frame Road (in front of SARS) Waverly Park, Chiselhurst, East London.
- CLOSING DATE** : 02 July 2021
- NOTE** : Applications must be submitted on a New 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. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants 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>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

<u>POST 22/171</u>	:	<u>DIRECTOR: COMMUNICATION MANAGEMENT REF.NO: DHS.01/06/2021</u> Purpose: To provide communication and media liaison services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326. per annum (Level 13) (all inclusive) Head Office: East London National Senior Certificate, B. Degree (NQF level 7) in Communication/Journalism/Media Studies/Public Relations as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Must have a valid driver's licence and willing to travel. Able to work under pressure and difficult deadlines.
<u>DUTIES</u>	:	The directorate is responsible to provide communication and media liaison services of the department. The position comes with great responsibility of managing information content both internally and externally and deliver relevant information to employees and public. Communications Directors are accountable for public perception of a department and managing this perception from various media platforms involves developing cohesive communication, marketing strategies and implement the strategies. Great understanding the importance of timing and setting and responding to crisis and setbacks and preemptive planning. In-depth knowledge on branding guidelines. Oversee management and maintenance of Information Centre (Library).Oversee a team of diverse communications personnel different roles and functions. Oversee management, planning and execution of internal and external events. Ensuring that information released is consistent with the strategy at large and mandate of the Department. Manage the department's image in the digital space, traditional media (print, electronic etc.) all social media channels such as Facebook, Twitter, Google, YouTube etc. Cultivating an environment of readiness and alertness and maintaining an awareness of risks and threats. Ensure quality control of all information released and manage positive image and identity of the department. Management of audio-visual services, content management and graphic designing support services. Management of digital photographs, speeches, visuals on CDs and DVDs. Designing of layout of all strategic documents. Production of videos, adverts and documentaries for external and internal use. Creation and maintenance of an audio-visual library. Provision of public address-sound system for official functions, seminars and conferences. Provision of photography and videography services. Facilitate the provision of language management services in terms of Language Act of 2012. Provide translation services. Language promotion and literature development and publishing. Manage the allocated resources of the directorate. Maintain high standards by ensure that the team/section produces excellent work in terms of quality/quantity and timelines. Skills And Competencies: Must have excellent analytic skills in communication (both written and verbal), digital management with deep understanding of social media platforms and channels. Strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management, change management and service delivery innovation.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
<u>POST 22/172</u>	:	<u>DIRECTOR: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT REF NO: DHS02/06/2021</u> Purpose: To implement and manage information and communication technology (ICT) systems and projects.

<u>SALARY</u>	:	R1 057 326.per annum (Level 13) (all inclusive)
<u>CENTRE</u>	:	Head Office: East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.
<u>DUTIES</u>	:	Conduct policy development and strategic and business planning. Provide strategic direction and leadership on ICT by aligning information systems with key department strategic objectives and needs. Promote, ensure compliance of Corporate Governance of ICT Policy Framework and implement departmental ICT Strategy and all ICT organisational, infrastructure and systems initiatives. Ensure information communication systems are aligned with departmental requirements and service delivery objectives. Ensure that the information technology infrastructure serves as an enabler in realising the strategic business objectives of the Department. Ensure that departmental ICT policies, strategies, standards, norms, guidelines and procedures remain commensurate with best practice in the industry. Manage implementation of ICT systems and projects. Manage network capacity planning, budgeting and roll-out. Manage and oversee implementation of management information systems and projects. Manage ICT architecture and infrastructure development. Initiate and manage disaster recovery planning. Manage physical and information security in consultation with corporate security component. Initiative and manage departmental web pages in consultation with communications component. Ensure alignment of ICT projects with departmental business intent. Ensure information communication systems are aligned with departmental requirements and service delivery objectives. Ensure that the information technology infrastructure serves as an enabler in realising the strategic and business objectives of the department. Ensure that departmental ICT policies, strategies, standards, norms, guidelines and procedures remain commensurate with best practice in the industry. Monitor and enhance ICT Business Continuity and manage the maintenance of the departmental ICT infrastructure and manage, mitigate IT risks. Promote effective utilisation of information systems and information technology. Ensure a business approach to utilisation of IT systems and infrastructure by departmental units. Bridge diverse/transverse systems and establish a client-focused service. Ensure elimination of unnecessary and/or costly duplication. Increase overall co-ordination, integration, and control. Obtain buy-in with ICT policies, strategies, regulations, standards, norms, guidelines, best practices and procedures through effective communication and workshops. The management of human resources and performance. Management of human resources. Management of financial resources. Management of the performance in line with Performance Management of Development Systems (PMDS).Skills And Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies, and procedures. Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
<u>POST 22/173</u>	:	<u>DIRECTOR: SOCIAL FACILITATION AND CUSTOMER CARE REF NO: DHS03/06/2021</u> Purpose: To render social facilitation and customer care services to human settlements beneficiaries.
<u>SALARY</u>	:	R1 057 326.per annum (Level 13) (all inclusive)
<u>CENTRE</u>	:	Head Office: East London

REQUIREMENTS

: National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES

: Provide consumer education and social facilitation to human settlements beneficiaries. Develop and maintain monitoring instruments and procedures to assess the impact and value of consumer education and social facilitation programmes. Prepare and submit formal and informal reports for decision makers and supervisors. Co-ordinate housing education, training development for external stakeholders. Establish and maintain a database on human settlements beneficiaries for education programmes. Assess the demand of housing consumer education in municipalities in consultation with relevant stakeholders. Implement applicable education programmes to empower people on their rights and responsibilities regarding housing. Implement new programmes to satisfy specific demands of the beneficiaries. Ensure proper implementation of housing development i.r.o. partnerships and community empowerment. Establish train audit project steering committees to maximise community involvement and participation. Determine the potential of these to implement partnership and community empowerment objectives and goals. Facilitate the attainment of objectives by facilitating conflict resolution programmes with relevant stakeholders. Facilitate network support of government and non-government role players. Manage and monitor customer care services. Manage the implementation of the customer care charter. Manage customer care queries, complaints and facilitate their resolution and provision of feedback to the complaint. Administer the customer care centre. Manage suggestion boxes and feedback the management of the department about areas of improvement and concerns. Conduct customer satisfaction surveys. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Skills And Competencies: Knowledge of public finance management act (PFMA), applicable legislation and prescripts, government programmes, information management, policies and procedures. Applied strategy thinking, applying technology, budgeting and financial management, communication and information management, continuous improvement, managing interpersonal conflict and resolving problems, problem solving and decision making and team leadership skills.

ENQUIRIES

: W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

OTHER POSTS

POST 22/172

: **DEPUTY DIRECTOR: INFORMAL SETTLEMENTS UPGRADING REF NO: DHS04/06/2021**
Purpose: To render informal settlement and upgrading services.

SALARY CENTRE

: R869 007.per annum (Level 12) (all inclusive)
: Head Office: East London

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma/Degree as recognised by SAQA in Built Environment/Public Management/Development studies/Public Administration with 5 years' experience. 3 years' experience as an Assistant Director in the field. Human settlements experience will be an added advantage. Good knowledge of the Public Service Act and Regulations (PSA), Public Finance Management Act (PFMA) and Housing Act 1997 (Act No 107 of 1997). Good knowledge of facilitation, report writing, research, interpersonal relations, and presentation skills. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Upgrading of Informal Settlements: Facilitate and co-ordinate upgrading of informal settlements activities in line with the Breaking the New Ground (BNG) and Human Settlements development policy projects. Facilitate and oversee planning processes to ensure compliance and alignment with upgrading frameworks approach of Assessment, Categorisation, and plans. Facilitate project inception of the upgrading project along the overall strategy. Manage the analysis of information from all stakeholders and forming conclusions and decision programme's objective to be met. Facilitate and promote collaboration and integration of internal and external stakeholders. Work with the municipalities through the IDP. Facilitate pre-planning and project packaging processes. Develop project application for project funding approval. Facilitate and participate in the technical task teams and project steering committee meetings including site engagements. Co-ordinate workshops on information sharing and reporting sessions. Facilitate and co-ordinate the implementation and completion of upgrading informal settlements phases. On Social Economic Amenities: Co-ordinate and facilitate the feasibility studies for the development of provision of social and economic amenities requested. Develop project initiation and implementation strategies. Facilitate construction of multi-purpose centres. Forge relations with sector departments and other stakeholders for the provisions of amenities. Work with the municipalities through the IDP. Facilitate pre-planning and project packaging processes. Develop project application for project funding approval. Co-ordinate the alignment of funding priorities by sector departments to accommodate BNG projects. Facilitate negotiations with Municipal and the relevant stakeholders towards partnerships. Facilitate and participate in the technical task teams and project steering committee meetings including site engagements. Co-ordinate funding allocations for social and economic amenities. Facilitate and co-ordinate the implementation and hand-over of completed Socio-Economic Amenities projects. Establish implement and maintain efficient and effective communication arrangements. Skills And Competencies: Facilitation, research, report writing, networking, interpersonal relations, communication, computer literacy and presentation skills. Good knowledge of Urban Developments, the Built Environment, Project Management, SPLUMA, Quality management, decision making, knowledge management and change management.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
<u>POST 22/175</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION: MEMBER OF THE EXECUTIVE COUNCIL REF NO: DHS05/06/2021</u> Purpose: To render sound administrative support and coordination in the office of the Member of the Executive Council
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257.per annum (Level 11) (all-inclusive) Head Office: East London
<u>DUTIES</u>	:	National Senior Certificate, National Diploma/Degree as recognised by SAQA in Political Science/Social Science/Public Administration/Public Management with five (5) years' work experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information management and performance management. Must possess a valid driver's licence. Provide administrative support and receptionist services in the office of the Executive Authority. Perform administrative responsibilities to ensure the smooth running of the MEC's office. Manage physical and financial resources of the MEC. Good and services successfully procured for the Office of the MEC. Report fully

compiled. The office of the MEC is successfully managed and functional. Provide registry support services in the office of the Executive Authority. Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Sort documents for archiving and disposal. Provide messenger and driver services in the office of the Executive Authority. Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Sort documents for archiving and disposal. Provide messenger and driver services in the office of the Executive Authority. Provide messenger support to the MEC office. Proper management of motor vehicle and petrol card. Provide logistical support for meetings. Setting standards in effective cost control. Cost control: generate cost control analysis of the office activities quarterly and suggest adjustments to the Chief of Staff. Arrange travel and accommodation for the MEC. Make sure that the newspapers are delivered on daily basis. Providing food services aid. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

NOTE : This Post Is Earmarked For a Person with Disability

POST 22/176 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: DHS07/06/2021**

Purpose: To render employee performance management and development system.

SALARY : R733 257.per annum (Level 11) (all-inclusive)

CENTRE : Head Office: East London

REQUIREMENTS : National Senior Certificate, National Diploma/Degree as recognised by SAQA in Human Resource Management/Public Management/Industrial Psychology or equivalent with 5 years' experience. 3 years' experience as an Assistant Director in the field. Good understanding of the Public Service Act (PSA) and Public Finance Management Act. Good knowledge of monitoring and evaluation, public service regularity framework, information management and performance management. Good research, report writing, communication, presentation skills, computer literacy, analysing and conflict management skills. Must possess a valid driver's licence.

DUTIES : Manage implementation of PMDS systems. Ensure that a policy, system, procedures, and processes for PMDS are in place. Ensure that both management and departmental staff are familiar with policy and the system. Develop and monitor implementation of PMDS annual plan. Provide expert advice on the implementation of the annual plan. Establish measures to safeguard the confidentiality of information. Oversee implementation of performance improvement plans for under-performers in consultation with their supervisors. Manage complaints, disagreements and appeals resulting from the implementation of the EPMDS system. Manage employee gender and disability mainstreaming in the department. Manage the performance of the unit. Develop and monitor the implementation of the unit plans. Co-ordinate availability of performance resources for the staff within the unit. Manage annual, quarterly, and monthly performance reporting. Manage development, signing, implementation of performance agreements, quarterly reviews, and annual assessments of employees. Manage attendance conditions of service and labour related matters within the unit. Provide leadership, mentorship, coaching and support the staff. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team skills.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/177 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: DHS06/06/2021**

Purpose: To manage and oversee all aspects of the projects in support of management of capital and technical projects.

<u>SALARY</u>	:	R718 059. per annum (Level 11) (all inclusive) (OSD)
<u>CENTRE</u>	:	Sarah Baartman Region
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. Degree (NQF level 7) as recognised by SAQA in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five (5) years' work experience in human settlements development. Human settlements experience will be an added advantage. Solid proven experience in Project Planning and Project Management. Compulsory registration with the South African Council for Project and Construction Management professionals (SACPMP) as a Professional Construction Project Manager (provide valid registration certificate). 3 years working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). A valid drivers' licence is compulsory and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Provide inputs to other professionals with tender administration. Keep up with new technologies and procedures. Liaise with relevant bodies/councils on project management. Manage the allocated resources of the sub-directorate. Skills And Competencies: Knowledge of applicable legislation, government programmes, information management and policies and procedures. Good research, report writing, negotiation, interpersonal relations, communication, facilitation, analysing, conflict management, presentation skills.
<u>ENQUIRES</u>	:	W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
<u>POST 22/178</u>	:	<u>ASSISTANT DIRECTOR: ALTERNATIVE BUILDING TECHNOLOGIES: REF NO: DHS08/06/2021</u> Purpose: To identify, recommend and facilitate the implementation of Alternative Building Technologies.
<u>SALARY</u>	:	R470 040. per annum (Level 10)
<u>CENTRE</u>	:	Head Office: East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma/Degree as recognised by SAQA in Human Settlements Development/Construction Management/Project Management/Public Management/ Developmental studies/Rural Development/Civil engineering or equivalent with 3 years' experience. 3 years' experience at supervisory level in the field. Human settlements experience will be an added advantage. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Good knowledge of research, report writing, negotiation, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Identify credible Innovative & Sustainable Building Technologies available in the human settlement's environment for upscaling human settlements development. Collaborate with human settlements statutory bodies for ongoing support on the credibility of Innovative & Sustainable building technologies systems and products. Conduct Innovative & Sustainable building technologies expeditions to explore and experiment credible technologies for human settlements development. Maintain ongoing support and advisory to emerging and advanced Innovative & Sustainable Building technologies innovators and contractors on the matters pertaining to human settlements development. Identify best practices in the implementation and facilitate building technologies and innovation for human settlements development. Initiate and constantly maintain partnerships with relevant stakeholders for the implementation Innovative & Sustainable building technologies projects. Co-ordinate the development and maintenance of province wide innovative &

sustainable building technologies villages to test their credibility and direct human settlements development. Generate and administer a structured social change management approach and methodology for the implementation of innovative & sustainable building technologies. Integrate social change management activities into the alternative building technologies project plan. Identify potential people side risks and anticipated points of social resistance to change and develop specific plans to mitigate or address the concerns. Explore local, national or international best practices for the use of innovative & sustainable building technologies and develop a replication plan. Develop and co-ordinate the departmental database for innovative & sustainable building technologies. Construct and administer measurement systems to track adoption, utilisation and proficiency of sustainable building technologies. Co-ordinate the development and update of innovative building technologies. Map out and develop the replication plan. Skills And Competencies: Research, report writing, negotiation, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/179 : **ASSISTANT DIRECTOR: EMERGING CONTRACTOR DEVELOPMENT REF NO: DHS09/06/2021**

Purpose: To render support service to Emerging Contractor Development.

SALARY : R470 040 per annum (Level 10)

CENTRE : Head Office: East London

REQUIREMENTS : National Senior Certificate, National Diploma/Degree as recognised by SAQA in Public Management/Development Studies/Public Administration or equivalent with 3 years' experience in the field. 3 years' experience at supervisory level in the field. Human settlements experience will be an added advantage. Knowledge of Public Service Act (PSA), Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment Framework Act – 2003, Preferential Procurement Policy Framework Act, 2000 and Regulations 2017, Local Economic Development Framework, monitoring and evaluation, Skills Development Act 1998 government policies and planning systems, public service regularity framework and performance management. Must possess a valid driver's licence.

DUTIES : Promote the development of exempted medium enterprises (EME) contractors into sustainable business enterprise. Promote youth empowerment through a structured artisan development programme. Monitoring and evaluation reports on programme performance. Manage the allocated resources of the sub-directorate. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely performance assessments of all sub-ordinates. Ensure management, maintenance, and safekeeping of assets. Skills And Competencies: Report writing, negotiation, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/180 : **ASSISTANT DIRECTOR: HOUSING PROGRAMME FACILITATION ADMINISTRATION REF NO: DHS10/06/2021**

Purpose: To administer matters relating to housing development in particular providing housing administration support services.

SALARY : R470 040.per annum (Level 10)

CENTRE : Chris Hani Region

REQUIREMENTS : National Senior Certificate, National Diploma/Degree as recognised by SAQA in Public Administration/Public Management or equivalent with 3 years' experience. 3 years' experience at supervisory level in the field. Human settlements experience will be an added advantage. Knowledge of Public Service Act, Public Finance Management Act (PFMA), applicable legislation and prescripts. Knowledge of government programmes, information management, policies and procedures and housing code. Must possess a valid driver's licence.

DUTIES : Facilitation of the submission of project applications from developers. Assist developers in compiling project descriptions and applications. Liaise with policy planning and research and municipalities to confirm project status on housing sector plans and IDP. Liaise with planning directorate to confirm where project appears in the department business plans. Facilitation of the project approval process for newly submitted project applications. Distribute copies of project applications received to relevant disciplines in the department for evaluation. Receive evaluated report, analysed recommendations to determine whether project is implementable. Prepare detailed submission ensuring that supporting documents confirming the state of readiness is attached to the submission and submitted to secretariat. Present submission to PACOM and answer relevant questions. Attend to all housing administration matters regarding running projects. Attend to all issues that impact negatively on execution of projects. Attend to additional funding requests for the completions of blocked projects. Attend to additional funding requests for the rectification of projects. Attend to variance requests for current projects. Attend to beneficiary and subsidy administration for human settlements developments and programmes. Skills and competencies: Report writing, communication, computer literacy, interpersonal relations, loyalty, fairness, integrity, responsive and courteous.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/181 : **OFFICE MANAGER: HOUSING PROGRAMME FACILITATION AND ADMINISTRATION REF NO: DHS 11/06/2021**
Purpose: To render sound administrative and executive support to the Chief Director

SALARY : R376 596.per annum (Level 09)
CENTRE : Head Office: East London

REQUIREMENTS : National Senior Certificate, National Diploma/Degree as recognised by SAQA in Office Management and Technology/Management Assistant/Administrative Management/Public Management/Public Administration/Management or equivalent with 3 years' experience. 3 years' experience at supervisory level in the field. Knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework, information management and performance management. Must possess a valid driver's licence.

DUTIES : Manage physical and financial resources of the office. Assist in compiling the budget of the office in conjunction with the Chief Director. Consolidate in year monitoring financial report. Monitor the expenditure of the programme and consolidate expenditure reports. Manage the assets of the office. Co-ordination and compilation of reports. Request and consolidate reports. Analyse the information provided, consolidate, and submit the final report. Compile internal and external reports and memos. Provide secretarial support to the Chief Director. Confirm appointments for the Chief Director. Ensure follow-up of the Chief Director's appointments. Planning and organising in the office of the Chief Director. Organisation of events (review sessions, workshops, conferences, and seminars). Plan and co-ordinate the logistics of events. Provide administrative executive support to the Chief Director. Attend the Chief Director's meeting and take minutes. Attend meetings on behalf of the Chief Director. Make follow up on the implementation of the resolutions of meetings. Ensure filing of documents. Attend to telephone enquiries. Skills And Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

<u>POST 22/182</u>	:	<u>OFFICE MANAGER: HUMAN SETTLEMENTS INCREMENTAL PROGRAMME REF NO: DHS 12/06/2021</u> Purpose: To render sound administrative and executive support to the Chief Director
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596.per annum (Level 09) Head Office: East London National Senior Certificate, National Diploma/Degree as recognised by SAQA in Office Management and Technology/Management Assistant/Administrative Management/Public Management/Public Administration/Management or equivalent with 3 years' experience. 3 years' experience at supervisory level in the field. Knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework, information management and performance management. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage physical and financial resources of the office. Assist in compiling the budget of the office in conjunction with the Chief Director. Consolidate in year monitoring financial report. Monitor the expenditure of the programme and consolidate expenditure reports. Manage the assets of the office. Co-ordination and compilation of reports. Request and consolidate reports. Analyse the information provided, consolidate, and submit the final report. Compile internal and external reports and memos. Provide secretarial support to the Chief Director. Confirm appointments for the Chief Director. Ensure follow-up of the Chief Director's appointments. Planning and organising in the office of the Chief Director. Organisation of events (review sessions, workshops, conferences, and seminars). Plan and co-ordinate the logistics of events. Provide administrative executive support to the Chief Director. Attend the Chief Director's meeting and take minutes. Attend meetings on behalf of the Chief Director. Make follow up on the implementation of the resolutions of meetings. Ensure filing of documents. Attend to telephone enquiries. Skills And Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
<u>POST 22/183</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF.NO: DHS13/06/2021</u> Purpose: To co-ordinate and implement integrated employee health and wellness programmes in the department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596.per annum (Level 9) Head Office: East London National Senior Certificate, Degree NQF level 7 as recognised by SAQA in Psychology/Social Work with 3 years' working experience in the employee wellness environment. 3 years at supervisory level in the field. Must be registered with South African Council for Social Service Professions (SACSSP) or Health Council of South Africa (HPCSA) or relevant councils. Knowledge of the OHS and COID Acts and experience in the health and safety field will be an added advantage. Knowledge of relevant legislative mandates/frameworks and prescripts that are applicable in the public service, government policies and planning systems, monitoring and evaluation, information management and performance management. Good facilitation, report writing, research, negotiation, interpersonal relations, presentation, analysing, communication (verbal and written), conflict management, working in a team. Interviewing skills. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Wellness Management: Promote individual physical wellness through sports and recreational activities. Promote and manage individual psychological wellness. Promote an effective organizational wellness. Promote work life balance. Co-ordinate healthy lifestyle campaigns. Facilitation and co-ordinate financial management sessions. Provisioning of a fully operational counselling services. Facilitate functional employee wellness committee with quarterly employee wellness committee meetings. Facilitate a functional peer educator programme. HIV/IADS and TB Management. Promote HIV/AIDS treatment care and support to ensure the sustainment of health and wellness. Manage and drive the human rights

principles and approaches and response to HIV, TB and STI's through health promotion and education. Promote HIV and AIDS prevention through behaviour change communication and implementing HCT and TB screenings programmes. Promotion of GEMS, HIV and AIDS disease management programme. HIV and AID information sessions. Provide care and support to HIV positive employees and their families. TB information sessions. Behaviour change campaigns. Conduct surveys on stigma and discrimination. Health and Productivity Management. Promote effective disease and chronic health management. Promote effective occupational health education through behaviour change communication. Manage mental health and psychological illness, conduct health screenings. GEMS promotion of Disease Management programmes. Communicate health related information to employees. Attend to incapacity leave and ill health retirement cases referred to employee wellness. Attend to mental health and psycho-social cases as referred to Employee Wellness. Stress and depression awareness sessions/campaign. Occupational health and safety management. Implement requirements of the OHS act in the workplace. Manage the departmental SHE reps, first aiders and fire fighters. Facilitate functional health and safety committee with quarterly committee meetings. Hazard identification and risk assessment activities. Manage health and safety risks including disaster. Facilitate awareness session regarding safety, health, environment risk and qualify (SHERQ). Implement COIDA requirements. Ensure reporting of accidents/diseases to the department of labour. Assist in the investigation of cases. Create and maintain a database of all the IOD cases. Make follow-up on the progress of reported IOD cases and provide feedback to the affected employees. Skills And Competencies: Facilitation, report writing, research, computer literacy, negotiation, interpersonal relations, presentation, analysing, communication, conflict management, working in a team and interviewing skills.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

NOTE : This Post Is Earmarked For A Person With Disability

POST 22/184 : **ASSISTANT DIRECTOR: PERSAL SYSTEM CONTROLLER REF NO: DHS14/06/2021**
Purpose: To perform persal system control functions

SALARY CENTRE REQUIREMENTS : R376 596.per annum (Level 9)
: Head Office: East London
: National Senior Certificate, B. Degree NQF 7 as recognised by SAQA in Finance/Auditing/Accounting/Cost and Management with 3 years' experience. 3 years' experience at supervisory level in the field. Persal Systems Controller Certificate, Introduction to Persal Certificate and a Persal Salary Control Certificate is compulsory. Knowledge government policies and planning systems, information management, public services regularity framework and performance management. Must have a valid driver's licence.

DUTIES : Monitor the optimal use of the persal system by all salary users. Provide user support to salary and finance system users. Distribute persal salary notices/circulars and emphasize issues that require attention. Compilation and maintenance of departmental persal salary manuals, policies, and procedures. Liaison between departmental system users and provincial treasury. Liaison with National Treasury on persal salary related queries. Report on the correctness of information on the system. Implement control and audit measures on persal. 100% up time on the persal system, and liaison with departmental ICT to ensure up time. Ensure the implementation of instructions issued by national treasury (PFMA). Evaluate and recommend/reject requested changes to the PERSAL system from salary users (SSC). Draw audit, salary control and exception reports on persal and perform analysis to identify any control weakness. Provide persal salary management information reports to salaries and finance. Supply persal reports on specific information to be utilised by management and other users for decision making. Draw salary reports from persal. Draw, analyse and distribute persal salary exception reports. Draw audit control reports from persal. Report on cleaning of exception reports and RACF findings. Ensure accurate allocation codes on persal for interface to BAS. Maintain up to date establishment on PERSAL. Liaise with bas

system controller regarding all salary related allocations. Ensure correct compensation of employee's allocation codes are linked to the organisational structure on persal. Co-ordinate persal user account management in terms of Provincial Treasury instruction notes. Maintain security profiles of users. User verification and communication to provincial treasury on user amendments. Review function allocation and user access. Ensure that security profiles are in sync with segregation of duties. Issue compliance certificates in line with provincial policy and procedure manual for transversal financial systems. Maintain security profiles of users and ensure. Review and action RACF reports. Provide documentation to provincial treasury for the creation and maintenance of users (for all centralised departments). Submission and ensuring accuracy of documentation to provincial treasury to open and close PERSAL salary related codes. Terminate all dormant salary users who have not accessed the system for a period of 90 days, after receiving written confirmation from the section concerned. Ensure that documentations are up-to-date for all profile registrations and changes for salary users. Ensure resetting of salary users. Ensure a well trained salary user group within the department. Identification of training needs. Provision of person-to-person training. Ensure formal and informal persal training. Training and development of salary users to ensure that they are capable of performing their allocated persal functions. Report on all user training held and submit to HRD. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

NOTE : This Post Is Earmarked For A Person With Disability

POST 22/185 : **SYSTEM DEVELOPER: INFORMATION TECHNOLOGY REF.NO: DHS15/06/2021**
Purpose: To provide applications, systems support and develop and enhance systems software

SALARY CENTRE REQUIREMENTS : R376 596.per annum (Level 9)
: Head Office: East London
: National Senior Certificate, National Diploma/Degree as recognised by SAQA in Information Technology/Computer Science/Information Technology in Software Development/Information Technology in Programming/Information Technology in Web Development or equivalent with a minimum of three (3) years' experience at supervisory level in the field. Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public services regularity framework, information management and performance management. A minimum of two (2) years' experience as a junior developer/analyst programmer/web-based database developer in the software development environment using any of the following: Microsoft Power platform (PowerApps, Power Automate, PowerBI, Power Agent), NET programming in ASP.net, C-Sharp (C#), ASP.net, MVC; Microsoft Visual Studio NET; Microsoft SharePoint development; PHP; Drupal; WordPress, Joomla; Database Administration in either Microsoft SQL Server or MySQL or other relevant databases; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch). Must possess a valid driver's licence.

DUTIES : Provide applications and systems support. Distribute surveys of user requirements. Facilitate outsourcing of needs and requirements. Maintain effective usage of software licensing. Provide advisory service to users. Assist in troubleshooting software application issues. Investigate and resolve application functionality related issues and provide first level support and troubleshooting of our business systems. Troubleshoot technical issues and identify modifications needed in existing applications to meet changing user requirements. Test all new system processes, adheres to all programming, testing and access and documentation standards. Provides assistance and advice to business users in the effective use of applications and information technology. Develop and enhance systems and software. Regularly assess and evaluate systems and software performance and

institute reviews and renewal. Analyse data contained in the corporate database and identify data integrity issues with existing and proposed systems and implement solutions. Identify opportunities that can improve efficiency of data processes. Provide SQL administration in live and test environments. Write technical procedures and documentation for the applications including operations, user guide, etc. Produce technical documentation for new and existing applications. Verify database and data integrity. Assist in the creation of the system design and functional specifications for all new development projects. Assist in the creation of the system design and functional specifications for all new development projects. Provide programming for some in-house IT projects. Support the implementation and ongoing management of departmental systems. Responsibility for a safe and secure work environment. Follow appropriate business control practices and ensure compliance to all governmental standards relative to application support and development and implementation of application system changes. Ensure clear test plan development and business sign-off before applications are put into production. Ensure a clear access management including system access to application data and system. Ensure compliance in respect of change management process to move development and test applications to production environment. Identifies resources constraints to leader to execute these roles. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

NOTE : This Post Is Earmarked For a Person with Disability

POST 22/186 : **ASSISTANT DIRECTOR: BAS SYSTEM CONTROL REF.NO: DHS16/06/2021**
Purpose: To implement, maintain and support BAS transversal systems in the Department.

SALARY : R376 596.per annum (Level 9)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, B. Degree NQF level 7 as recognised by SAQA In Finance/Auditing/Accounting/Cost and Management or equivalent with 3 years' experience. 3 years' experience. 3 years' experience at supervisory level in the field. BAS System Controller Certificate, General principle of BAS certificate is compulsory. All other BAS module certificates will be an added advantage. Knowledge of government structures, applicable legislative and regularity framework, treasury regulations and guidelines, departmental policies and procedures, departmental organisational and programme structures, economic reporting framework, standard chart of accounts and government financial systems. Must possess a valid driver's licence.

DUTIES : Create and maintain user accounts. Create user ID's and grant access to the system. Resetting and maintaining passwords. Issuing functions to users. Verification of user accounts. Regular monitoring of user activities recorded, and appropriate actions executed. Prepare and maintain the Basic Accounting System (BAS) for utilisation. Maintain transaction processing rules in the system. Maintain transaction processing rules in the system. Maintain item function rules. Maintain departmental parameters. Linking printers to users. Facilitation of 3rd party interface. Monitor and facilitation clearance of exceptions. Facilitate clearing of interface exceptions. Monitor the clearance of suspense accounts. Establish and maintain communication between BAS and relevant source system. Maintain departmental chart of accounts. Implement and ensuring that the chart of accounts is effectively maintained and aligned to relevant structures to meet the reporting requirements of relevant stakeholders in accordance with relevant legislative requirements. Ensure contact between departmental users and national treasury. Investigate all system related issues experienced within the department. Log calls to the logic call centre regarding unsolved issues and follow up on these. Identify training needs and ensure that effective training of users is provided by national treasury. Attend BAS user forums and represent departmental users in these forums. Be aware of new BAS releases and communicate these to users. Ensure that users are trained and developed to be able to deliver work of the required

		standard efficiently and effectively through the utilisation of inter alia, knowledge management. Establish implement and maintain efficient and effective communication arrangements with BAS users. Skills And Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team. W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
<u>ENQUIRIES</u>	:	
<u>POST 22/187</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SOCIAL HOUSING REF NO: DHS17/06/2021</u> Purpose: To render administration support to Social Housing Programme
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791.per annum (Level 8) Head Office: East London National Senior Certificate, National Diploma NQF level 6 in Office Management and Technology/Public Administration/Social Science or equivalent with 2 years' experience in the field. Human settlements experience will be an added advantage. Knowledge of service delivery (Batho Pele) and social housing programme policies and procedures. Be able to handle confidential matters and ability to work under pressure.
<u>DUTIES</u>	:	Administer social housing programme. Assist in the identification process of restructuring zones in local and metropolitan municipalities. Arrange engagement meetings with identified stakeholders for social housing, finance linked individual subsidy program (FLISP) & CRU. Submission of funding applications for evaluation purposes to the relevant committees. Provide support to municipalities and emerging social housing institutions in the provision of affordable housing to middle incomes. Assist in the co-ordination and monitoring of activities during project implementation stages and attend progress meetings when necessary. Assist in the facilitation of stakeholder empowerment sessions in social housing, FLISP and Community residential units (CRU). Prepare minutes of Provincial Steering Committee sessions. Facilitate the approval process of FLISP applications on HSS and the disbursement of subsidy to the qualifying beneficiary. Processing of quarterly performance reports. Taking of minutes of sub-directorate. Record keeping management and filing system for the programme. Maintain social programme records. Check document for correctness and completeness. Arrange meetings and venue. Perform other related duties as required. Skills And Competencies: Computer literacy, interpersonal relations skills, communication skills, ability to work in a team and personal effectiveness.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
<u>POST 22/188</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: EMERGENCY HOUSING REF NO: DHS18/06/2021</u> Purpose: To facilitate, co-ordinate and provide administrative support to Emergency Housing Programmes.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791.per annum (Level 8) Head Office: East London National Senior Certificate, National Diploma NQF level 6 in Public Administration/Public Management/Community Development Studies/Social Science or equivalent with 2 years' experience in the field. Human settlements experience will be an added advantage. Knowledge of public service regularity framework, performance management, emergency housing policies and procedures. Must have a valid driver's licence.
<u>DUTIES</u>	:	Receive all applications and ensure that the applications are correctly captured and endorsed by the municipality. Check whether all the required information is captured on the application. Check whether the application is endorsed by the municipality. Verification of the information captured on the monthly spreadsheet and updated. Advice the municipality on the status of the application and commission the service provider. Ensure that beneficiaries are loaded on the emergency housing system (EHS). Advice the captures on the projects loaded into the emergency housing system. Captures application on the emergency housing

system. Verification and validation of claims. Check whether all the support documents are attached. Verify the amount invoiced against the amount certified. Check whether the invoice is endorsed. Check if the certificate is fully signed. Advice the contractor on the status of the claim. Render support and capacitation to municipalities in implementing the emergency housing programme. Capacitate the municipalities on the emergency housing policy. Attend workshops/awareness sessions organised by local municipalities/ district/metro's with regards to disaster affected communities. Attend advisory forum meetings when necessary. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/189 : **INTERNAL AUDITORS REF NO: DHS19/06/2021 (02 POSTS)**
Purpose: To render internal audit services support to the department.

SALARY : R257 508.per annum (Level 7)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 as recognised by SAQA in Internal Auditing with 1 to 2 years' experience in Internal Auditing/Auditing. Be ethical and able to work under pressure. Computer literacy. Must possess a valid driver's licence. Knowledge of the International Standards for the Professional Practice of Internal Audit, public service legislation such as PFMA, Treasury Regulations and the Public Service Act.

DUTIES : Execution of approved internal audit plan and ad-hoc requests. Plan, execute, report and follow up internal audits in accordance with the internal audit methodology. Report progress on internal audits conducted and document areas of improvement. Obtain management comments on the draft exceptions and submit working papers on time to the supervisor. Contribute to the compilation of reports as required. Communication of all audit issues with the supervisor and relevant client. Continuously update the internal audit file. Safe keep all documentation related to the internal audit activities. Perform administrative and related functions. Compile individual quarterly/semester and annual performance development reports. Record, organise, file, capture and retrieve correspondence. Provide support to the departmental audit committee activities. Co-ordinate logistical arrangements for meetings and travelling as and when required. Develop and distribute agendas for internal audit meetings and timeously issue invitations and reminders. Collect and compile documentation for meetings. Secure boardrooms and meetings. Record minutes, resolutions of the meetings and communication of decisions to relevant stakeholders. Co-ordinate and track the implementation of decisions taken on all internal audit meetings. Responsible for assets allocated to the unit. Provide support to learners and interns. Comply with the Public Service prescripts. Provide inputs into the development of internal audit policies, and procedures. Skills And Competencies: Computer literacy, research, report writing, negotiation, interpersonal relations, communication, facilitation, analyzing, conflict management, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/190 : **ADMINISTRATIVE OFFICER: POLICY AND RESEARCH REF NO: DHS20/06/2021**
Purpose: Render administrative activities to research and policy development directorate.

SALARY : R257 508.per annum (Level 7)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 as recognised as SAQA in Public Management/Social Sciences or equivalent with 1 to 2 years' experience in the field. Knowledge of public service regularity framework, information management, relevant legislation, policies/prescripts, and procedures. Basic

		knowledge on financial administration. Computer literacy. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Render general administrative support services. Development and maintenance of database for human settlements research and policy projects. Co-ordinate logistical arrangements for meetings. Scrutinises documents to determine actions/information/other documents required for meetings. Writing minutes during the proceedings of the meeting and circulate attendance register. Consolidation quarterly reports and load to MID system. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Maintain a leave attendance register. Record, organise, store, capture and retrieve correspondence and data. Handle routine enquiries. Type basic letters and correspondence when required. Provide support in the office of the Director. Assist in managing and administering the budget matters of the Directorate. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Collects and compile all necessary documents for the office. Prepares briefing notes for the office of the Director as required. Ensures that travel arrangements are well coordinated. Keeps record of expenditure commitments, and monitors expenditure. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to shift funds between items, compiles draft memos for this purpose. Manages confidential information. Skills And Competencies: Good telephone etiquette, sound organisational skills, high level of reliability, written and verbal communications skills, ability to act with tact and discretion, good grooming and presentation skills. Gathering, collating, analysis and compiling usable reports. Planning and coordination of project activities. Microsoft word, excel, powerpoint, groupwise and internet explorer.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
<u>POST 22/191</u>	:	<u>ADMINISTRATIVE OFFICER: HS INCREMENTAL PROGRAMMES REF NO: DHS21/06/2021</u> Purpose: To render administrative support services in the Directorate.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508.per annum (Level 7) Head Office: East London National Senior Certificate, National Diploma NQF level 6 as recognised as SAQA in Office Management and Technology/Management/Assistant/Administrative Management/Public Management/Public Administration or equivalent with 1 to 2 years' experience in the field. Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, information management and performance management.
<u>DUTIES</u>	:	Render general administrative support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Provide personnel administrative support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Provide supply chain clerical support services within the directorate. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Liaise with internal and external stakeholders in relation to procurement. Skills And Competencies: Computer literacy, research, report writing, negotiation, interpersonal relations, communication, facilitation, analyzing, conflict management, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/192 : **ADMINISTRATIVE OFFICER: INSTITUTIONAL PERFORMANCE AND PROGRAMME EVALUATION REF NO: DHS22/06/2021**
Purpose: To render Institutional Performance Assessment and Program Evaluation services.

SALARY : R257 508. per annum (Level 7)
CENTRE : Head Office: East London

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 as recognised as SAQA in Public Management/Public Administration/Development Studies/Internal Audit/Office Management and Technology or equivalent with 1 to 2 years' experience in the field. Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, information management and performance management.

DUTIES : Assist in the implementation of the departmental monitoring and evaluation framework. Assist departmental programmes and sub-programmes in uploading performance information on Organisational Performance Management System (OPMS). Compile analysis reports to align reported performance with portfolio of evidence. Obtain inputs, collate, and assist in compiling quarterly, half year and annual performance reports. Circulate draft performance reports to relevant program heads for inputs and signatures. Submit performance reports to the Office of the Head of Department (HOD) and Member of the Executive Council (MEC). Facilitate submission of performance reports to Legislature, Office of the Premier and Treasury. Facilitate signing-off of OPMS by subprogram Directors. Review business processes of departmental programs. Conduct program performance audits in line with business processes. Disseminate findings of program performance audits. Organise meetings in preparation for project level monitoring (PLM). Conduct project level monitoring to assess performance of report projects. Compile quarterly PLM reports. Assist departmental programmes in development of indicators and setting of targets to be monitored. Track performance of programmes through performance indicators in-line with Annual Performance Plan (APP) and Annual Operation Plan (AOP). Provide general assistance during the process of audit by Auditor General (AG). Assist in the review and roll out of Departmental Evaluation Plan. Compile evaluation concept notes and terms of reference. Conduct evaluation research i.e. collect and analyse data. Compile evaluation report. Provide overall administration of the Directorate. Skills And Competencies: Computer literacy, research, report writing, negotiation, interpersonal relations, communication, facilitation, analyzing, conflict management, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/193 : **ADMINISTRATIVE OFFICER: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: DHS23/06/2021**
Purpose: To render ICT technical service support

SALARY : R257 508. per annum (Level 7)
CENTRE : Head Office: East London

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 as recognised as SAQA in Information and Communication Technology or equivalent with 1 to 2 years' experience in ICT technical support and ICT service management. Sound IT knowledge (including hardware and software) skills. Should possess the following skills: ability to apply technical/professional skills. Knowledge of PMFA and the Public Service Act and Regulations. Ability to accept responsibility, work independently, and produce good quality work. Must be a team player, flexible, reliable and possess good verbal and written communication skills. Must possess good interpersonal relations, planning and execution skills and leadership skills.

DUTIES : Responsible for providing ICT technical service support and co-ordinating the Government Information Communication Technology Management by rendering an effective administrative support to the GICMT office. Ensure quality and

satisfaction levels with existing ICT services. Remain high during implementation of major new ICT services and initiatives. Logging of user/employee calls and call log analysis. Provide first line support to all departmental users. Compile reports on IT support services. Solve issues that arise with both hardware and software from users. Provide functional and operational support on departmental computer systems. Provide administrative support services for GICMT. Ensure the effectiveness of information and documents to and from the office. Ensure safekeeping of all documentation in the office in-line with the legislation and policies. Provide functional support to GICTM office: Compile and co-ordinate procurement plans for the unit which is aligned with the budget and monitor the expenditure and implementations of the procurement plans. Render general administrative support to the unit by collecting and collating of information as requested by the supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the supervisor. IT Services Management and IT Admin support service. Skills And Competencies: Computer literacy, excellent communication skills, administration skills, interpersonal skills, organizational skills, typing and writing skills, minute taking and reporting skills.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/194 : **ADMINISTRATIVE CLERK: HOUSING SUBSIDY SYSTEM REF NO: DHS24/06/2021 (02 POSTS)**
Purpose: Provide administration duties to human settlements subsidy system

SALARY CENTRE REQUIREMENTS : R173 703.per annum (Level 05)
: Head Office: East London
: National Senior Certificate, NQF level 4 with no experience. Basic knowledge in administration duties and the ability to capture and operate a computer.

DUTIES : Procedural checking of project claim submitted. Receive certified claims from project management section. Check availability of supporting documents on claims received. Check the availability of project budget and duration of contract on HSS. Processing of claims on housing subsidy system (HSS). Draw status report on HSS to check data quality on sites claimed. Capture claims on housing subsidy system. Records management of project files. Receive fully signed contracts from contract management. Receive fully signed contracts from contract management. Update index page on project file. Filling of all contracts received on project file. Draw project files required for audit purposes. Processing of non-financial data on HSS. Receive project implementation plan (PIP) spreadsheet from project management. Capture non-financial data on HSS. Inform supervisor about errors on PIP. Skills And Competencies: Knowledge of housing code and procedures, public service regularity framework, information management, financial management and project management. Good interpersonal relations, communication, computer literacy, personal effectiveness and working in a team skills.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

NOTE : This Post Is Earmarked For A Person With Disability

POST 22/195 : **DRIVER/MESSENGER REF NO: DHS25/06/2021**
Purpose: To render messenger/driving services

SALARY CENTRE REQUIREMENTS : R145 281.per annum (Level 04)
: OR Tambo Region
: Standard eight (8) with a valid driver's licence with a PDP with five (5) years driving experience. Work under pressure and difficult deadlines. Assertiveness and confidence.

DUTIES : Drive light and medium motor vehicles to transport passengers and delivery other items (mail and documents). Collect and delivery documentation and related items in the department. Record all mails and documents on register. Transport departmental personnel to various designation e.g., workshops, sports activities, courses etc. Do routine maintenance on the allocated vehicle and report defects timely. Conduct inspections on vehicles before driving. Take and collect vehicles for/after services to/at the garage. Ensure that state vehicles are always clean.

Complete all the required and prescribed records and logbooks with regards to the vehicles and the goods handled. Complete log sheets before departure and arrival at the destinations. Ensure that vehicle accessories are always in the vehicles. Render a clerical support/messenger service in the relevant office. This would inter-alia the following: Copy and deliver documentation and related items in the department. Skills and Competencies: Report writing, computer literacy, communication skills, interpersonal relations, loyalty, fairness, integrity, responsive and courteous.

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/196 : **CLEANERS: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS2606/2021 (1 POST)**

Purpose: To render cleaning services in and out of the offices.

SALARY : R102 534.per annum
CENTRE : Sarah Baartman Region
REQUIREMENTS : Grade 7. No experience required. Good communication skills and working in a team.

DUTIES : Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins. Skills And Competencies: Interpersonal relations, Communication, Working in a team

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

POST 22/197 : **CLEANERS: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS27/06/2021 (1 POST)**

Purpose: To render cleaning services in and out of the offices.

SALARY : R102 534.per annum
CENTRE : Chris Hani Region
REQUIREMENTS : Grade 7. No experience required. Good communication skills and working in a team.

DUTIES : Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins. Skills And Competencies: Interpersonal relations, Communication, Working in a team

ENQUIRIES : W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774

**GRADUATE/INTERNSHIP OPPORTUNITIES
FOR 2021/22 AND 2022/23 DURATION: 24 MONTHS**

APPLICATIONS : Post to: The Director: Human Resources Services, Eastern Cape Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery/Courier: Steve

Tshwete House, 31-33 Phillip Frame Road (in front of SARS) Waverly Park, Chiselhurst, East London. Enquiries can be directed to: Mrs W. Hartzenberg Tel No: (043) 711 9685/M. Kana Tel No: (043) 711 9743/M. Cimela Tel No: (043) 711 9774
02 July 2021

CLOSING DATE
NOTE

Requirements To Applicants A minimum Degree/ National Diploma with no work experience Applicants must be less than 35 years of age and must not have participated in any government prior Internship Programme. Candidate from the Eastern Cape Province shall be given preference Good Communication (Verbal and Written) & Computer Skills Fully completed New Z83 form obtainable from all Government Departments/DPSA website Curriculum Vitae (CV) of not more than 3 pages Certified copy of RSA Identity Document Certified copy of qualification certificate together with academic transcript copies Attach current legitimate proof of residence (less than 3 months) Candidates with international qualification have the responsibility of evaluating their foreign qualification with South African Qualification Authority (SAQA) Candidates must include correct vacancy number (Ref. No.) on the subject space of the Email. Instruction Note: This advertisement is issued to all unemployed applicants younger than the age of 35 in the EC Province, who are in possession of a Degree or National Diploma from an Accredited Tertiary Institution. Persons with disability and people from previously disadvantaged groups are encouraged to apply. Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the application will not be considered. The primary purpose of internship program in government is acquisition of skill, knowledge, and experience to compete in the open market and Public Service. Applications must be completed using the new Z83 form obtainable from the Department of Public Service and Administration website or any Government Offices on request, accompanied by the detailed CV with not more than three (3) contactable references, certified copies of original qualification/s not older than three (3) months and Identity Documents. Applicants not contacted within 2 months after the closing date should regard their applications as unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised posts. Any costs that relates to accommodation and travelling to attend interviews will be at the expense of the candidate as the department is currently not able to finance such costs and hence preference will be given to local (Eastern Cape Province) candidates. Stipend – As determined by the Qualification DPSA Directive Table the Stipend Will Be between R6 083.70 (@ Diploma/Degree/Honours) and R7 510.65 (@Masters level). 23 Posts of Internship

OTHER POSTS

POST 22/198 : **INTERN: WELLNESS OFFICE REF NO: DHS2021/06/01**

STIPEND : R6 083.70 per month (Diploma/Degree/Honours) and R7 510.65 per month (Masters Level).

CENTRE : Head Office: East London
REQUIREMENTS : BA Social Work/Psychology with no work experience
ENQUIRIES : can be directed to: Mrs Wendy Hartzenberg Tel No: (043) 711 9685

POST 22/199 : **INTERN: LEGAL & CONTRACTS REF NO: DHS2021/06/02 (02 POSTS)**

STIPEND : R6 083.70 per month (Diploma/Degree/Honours) and R7 510.65 per month (Masters level).

CENTRE : Head Office: East London
REQUIREMENTS : LLB/B-LAWS with no work experience
ENQUIRIES : can be directed to Mrs Wendy Hartzenberg Tel No: (043) 711 9685

POST 22/200 : **INTERNS: INFORMATION COMMUNICATION AND TECHNOLOGY REF NO: DHS2021/06/03**

STIPEND : R6 083.70 per month (Diploma/Degree/Honours) and R7 510.65 per month (Masters level).

CENTRE : Head Office

Technician (02 Posts)
Systems (01 Post)
Data Scientist (01 Post)

REQUIREMENTS : National Diploma/Degree: Information Technology (SD), Computer Science coupled with IT relevant certificates with no work experience

ENQUIRIES : can be directed to Mrs Wendy Hartzenberg Tel No: (043) 711 9685

POST 22/201 : **INTERN: LAND ACQUISITION REF NO: DHS2021/06/14**

STIPEND : R6 083.70 per month (Diploma/Degree/Honours) and R7 510.65 per month (Masters Level).

CENTRE REQUIREMENTS : Head Office: East London
Bachelor of Human Settlement/Bachelor of Human Settlement Development, National Diploma/Advanced Diploma/Degree in Construction Management/Quantity Surveying. With no work experience

ENQUIRIES : can be directed to: Mrs Wendy Hartzenberg Tel No: (043) 711 9685

POST 22/202 : **INTERN: RESEARCH REF NO: DHS2021/06/12**

STIPEND : R6 083.70 per month (Diploma/Degree/Honours) and R7 510.65 per month (Masters level).

CENTRE REQUIREMENTS : Head Office
Bachelor of Human Settlements/Bachelor of Human Settlements Development with no work experience

ENQUIRIES : can be directed to: Mrs Wendy Hartzenberg Tel No: (043) 711 9685

POST 22/203 : **INTERNS: BENEFICIARY MANAGEMENT/DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT REF NO: DHS2021/06/13 (02 POSTS)**

STIPEND : R6 083.70 per nnum (Diploma/Degree/Honours) R7 510.65 per month (Masters level).

CENTRE REQUIREMENTS : Head Office: East London
Bachelor of Human Settlement/Bachelor of Human Settlement Development with no work experience

ENQUIRIES : can be directed to: Mrs Wendy Hartzenberg Tel No: (043) 711 9685

INTERNS 22/204 : **PROJECT MANAGEMENT & QUALITY ASSURANCE (12 POSTS)**

STIPEND : R6 083.70 per month (Diploma/Degree/Honours) and R7 510.65 per month (Masters level)

CENTRE : Joe Gqabi Ref No: DHS2021/06/04 (X2 Posts)
Alfred Nzo Ref No: DHS2021/06/05 (X2 Posts)
OR Tambo Ref No: DHS2021/06/06 (X1 Post)
Chris Hani Ref No: DHS2021/06/07 (X1 Post)
Buffalo City Metro Region Ref No: DHS2021/06/08 (X2 Posts)
Nelson Mandela Bay Metro Ref No DHS2021/06/09 (X1 Post)
Sarah Baartman Ref No: DHS2021/06/10 (X1 Post)
Amathole Region Ref No: DHS2021/06/11 (X2 Posts)

REQUIREMENTS : Bachelor of Human Settlement/Bachelor of Human Settlement Development with no work experience

ENQUIRIES : can be directed to: Mrs Wendy Hartzenberg Tel No: (043) 711 9685

EASTERN CAPE: DEPARTMENT OF TRANSPORT: GFMS

CLOSING DATE : 02 July 2021

NOTE : Applications must be submitted on a New 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. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. For entry level positions i.e. SL 1-8 people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. For Sms (Senior Management Service) Posts: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants 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>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. Applications Be Forwarded Through: <https://erecruitment.ecotp.gov.za>.

MANAGEMENT ECHELON

POST 22/205 : **DIRECTOR: FLEET SPECIALIST REFNO: DOT GFMS 01/06/2021**
 Purpose: To provide specialist Fleet Development and business regulatory management services

SALARY : R1057 326 per annum (Level 13)
CENTRE : East London
REQUIREMENTS : National Senior Certificate (NQF Level 4), Undergraduate NQF level 7 as recognised by SAQA in Commerce with 5 years relevant working experience at Middle / Senior managerial level, of which 3 years must be in full maintenance lease (FML) pricing for 500 plus fleet. A valid code 08 driving license is essential. Skills And Competencies: Strategic Capability and Leadership Programme and Project

Management Financial Management Change Management Knowledge Management Problem Solving and Analysis*People Management and Empowerment Communication

DUTIES : Provide specialist services to establish and maintain processes and systems to develop and maintain an effective, efficient, reliable and a “fit for purpose” fleet for the Eastern Cape Provincial Government Establish cost-effective and efficient systems for the provision of short-term rental vehicles to provincial government departments Provide research, data analysis, statistical reporting, management and product pricing services Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mrs. P. Mbewu Tel No: (043) 731 1249/ Mr. K. Valashiya Tel No: (043) 731 2319

OTHER POSTS

POST 22/206 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT GFMS 02/06/2021**
 Purpose: To manage and control the provisioning of Supply Chain Management services in line with the provisions of the PFMA and Treasury norms and standards.

SALARY : R733 257 per annum (Level 11)
CENTRE : East London
REQUIREMENTS : National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) / Preferably B Degree NQF level 7 in Finance / Supply Chain Management / Logistics Management / Purchasing Management / Inventory Management with a minimum of 5 years’ experience in Supply Chain Management environment of which 3 years must be at Assistant Director level / Junior Management level in SCM. A valid code 08 driving license is essential. Skills and Competencies: Applied Strategic Thinking Budgeting and Financial Management Continuous Improvement Impact and Influence Planning and Organising Decision Making and Problem Solving Project Management In-depth understanding of legislative framework that governs the Public Service.

DUTIES : Manage demand management for the entity Manage acquisition services for the entity Develop and implement contracts management Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Responsible for Risk management.

ENQUIRIES : Mrs. P. Mbewu Tel No: (043) 731 1249/ Mr. K. Valashiya Tel No: (043) 731 2319

POST 22/207 : **ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT REF NO: DOT GFMS 03/06/2021**
 Purpose: Provide administration support services and office management support services to the district office.

SALARY : R173 703 per annum (Level 05)
CENTRE : Port Elizabeth
REQUIREMENTS : National Senior Certificate (NQF Level 4) One year working experience in Fleet Logistics Management A valid code 08 driving license is essential. Competencies: Good communication skills Team player Self-management Problem Solving and Decision Making Computer Literacy.

DUTIES : Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles) Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.) Dispatching of vehicles to the different users. Stock reconciliation and reporting Manage the post delivery services and key management of all vehicles Perform messenger duties and any other duties assigned.

ENQUIRIES : Mrs. P. Mbewu Tel No: (043) 731 1249/ Mr. K. Valashiya Tel No: (043) 731 2319