

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** : Applications must be emailed to **HODrecruitment@otp.ecprov.gov.za**

**CLOSING DATE** : 27 September 2021 at 12H00

**NOTE** : Directions to candidates: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV and copies of qualifications. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. Should an individual wish to apply for a post on or after 01 January 2021, she/ he will be required to submit the new application for employment form which can be downloaded on [www.dpsa.gov.za](http://www.dpsa.gov.za) – vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83) it will be not considered

**MANAGEMENT ECHELON**

**POST 32/56** : **HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: DSD-HOD: 01/09/2021**  
(Five year performance based contract)

**SALARY** : R1 976 533 per annum (Level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognized by SAQA. Must have 8 to 10 years' experience at senior management level, of which 3 years must have been at Executive Management level and 3 years must have been with any organ of state as defined in the Constitution, Act 108 of 1996. Experience in the Social Development sector will be advantageous. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Pre-entry Certificate for Senior Management Services is a requirement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and

Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

**DUTIES**

: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Social Development and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations Provision of social development services to individuals, families, groups and communities to enable them to enjoy an acceptable quality of life and become self-reliant, with the primary focus on the poor, vulnerable and socially excluded Provision of social welfare services (promotive, preventive, palliative, rehabilitative, therapeutic) Provision of comprehensive social security services Community development facilitation and support Poverty alleviation and eradication of inequality Prevention and mitigation of the effects of HIV / AIDS on vulnerable groups Aligning departmental plans to the National Strategic Plan on Gender Based Violence and Femicide (GBVF) and implement Programmes and Interventions to fight the same. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Social Development Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders Management of Provincial Transversal programs and transformational priorities Implementation of Minimum Information Security Standards (MISS) Efficiently managing corporate services in the department.

**ENQUIRIES**

: Mr. L Van Zuydam at Tel No: 076 784 5033 /Mrs S Nkonki at 060 961 8624. can be directed to Mr L Van Zuydam on 076 784 5033 / Mrs S Nkonki on 060 961 8624.

**NOTE**

: Short-listed candidates will be subjected to security clearance. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful incumbent will be required to undergo security vetting and enter into a performance agreement. The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer. Females and disabled persons are encouraged to apply.

**DEPARTMENT OF HEALTH**

**APPLICATIONS**

: Applications be directed to the addresses as indicated below or Hand Deliver as indicated below: Bhisho Head Office – Post to: Eastern Cape Department of Health, Private Bag X 0038, Bhisho, 5605 or hand deliver to: Room 1244 or 1202, 12<sup>th</sup> Floor, Dukumbana Building, Independence Avenue, Bhisho, 5605. Enquiries: Mr K. Mekuto Tel No: 040 608 1387.

**CLOSING DATE**

: 27 September 2021

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#### **OTHER POST**

<b><u>POST 32/57</u></b>	:	<b><u>CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE</u></b>
<b><u>SALARY</u></b>	:	Remuneration: In terms of 20.2.2/3 of Treasury Regulations; the person will be appointed for the period of Three (3) years subject to an annual assessment. The Eastern Cape Department of Health calls on all independent suitably qualified and interested persons to serve as members of its Risk Management Committee for a period of three (3) years with effect from 30 November 2021.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho A Master's Degree or equivalent qualification (CA/CIA) with Accounting and/or Auditing/ Internal Auditing/ Risk Management as a major subject. At least 10 years of experience as a Risk Committee or Audit Committee / Member of which 4 must be at the chairperson level. Must be a member of a professional body. Knowledge of King IV and COSO Framework and Methods used in a Public Sector and Risk Management Framework is required.
<b><u>DUTIES</u></b>	:	To perform functions as per the approved Committee Charter. Ensure that the Risk Management Committee functions efficiently. Provide support to the Chief Risk Officer. Prepare and report to the Audit Committee and Accounting Officer on a quarterly basis. Review the Risk Management Committee reports and provide an oversight role on matters pertaining to risk management. Ensure that planned Risk Mitigation strategies are carried out.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr K. Mekuto Tel No: 040 608 1387 The Risk Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Health. The Chairperson should be flexible to allow for changes to scheduled dates of RMC Meetings. The Department will hold a minimum of Four (4) Risk Committee meetings per financial year. Remuneration and appointment will be in accordance with The Provincial Treasury Instruction Note no. 6 of 2014/15 – Framework for Appointment and Remuneration of Audit/ Risk Committee Members.