

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY**

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. For SMS posts Females and disabled persons are encouraged to apply and will be given preference. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : be forwarded to applications@ectreasury.gov.za / Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Tyamzashe Building, Bhisho; 5605.
- FOR ATTENTION** : Ms Bonelwa Ndayi
- CLOSING DATE** : 19 March 2021
- NOTE** : Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. 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.

MANAGEMENT ECHELON

<u>POST 08/142</u>	:	<u>DIRECTOR: FINANCIAL MANAGEMENT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT REF NO: PT 01/03/2021</u> Fixed Term of 12 Months Contract Purpose: To manage and facilitate the provision of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), An all-inclusive remuneration
<u>CENTRE</u>	:	Head Office-Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years 'work experience at middle management level (Deputy Director Level) in financial management. A minimum of 2 years' experience working with BAS /LOGIS will be an added advantage.
<u>DUTIES</u>	:	Manage The Provisioning of Financial Administration and Payment Services for the Project: To provide financial management support for the effective and efficient management of assigned duties stemming from the PFMA Section intervention in the DOH. To provide effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Ensure implementation of approved and signed Delegations of Authority. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure accuracy, completeness and validity of financial reporting on the project milestones and deliverables. Verify and validate the accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Verify and authorise the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Support the project stakeholders' communication and information sharing through the use of financial management information. Participate in meetings with DOH, OTP and PT Task Team members. Ensure financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. MANAGE AREA OF RESPONSIBILITY: Manage the performance of the deployed human resources. 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 timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management
<u>ENQUIRIES</u>	:	B Ndayi Tel No: 040 1010 072/71
<u>POST 08/143</u>	:	<u>DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: PT 02/03/2021</u> (Fixed 12 Months Contract)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), An all-inclusive remuneration
<u>CENTRE</u>	:	Head Office-Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. degree (NQF Level 7) or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering. Minimum of 7 years' relevant experience in management of infrastructure delivery programmes.
<u>DUTIES</u>	:	To institutionalise infrastructure procurement planning, policy, norms and standards. To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) within procurement processes and related forward and backward linkages. To facilitate the institutionalisation of the Framework for Infrastructure Delivery & Procurement Management (FIDPM) within IDMS procurement processes. To develop infrastructure procurement strategies that address the socio-economic developmental targets in the Province. To manage monitoring and evaluation systems related to IDMS compliance in terms of the

FIDPM stage gate approvals. To provide guidance for innovative procurement strategies (panel of service providers, period contracts, framework contracts, etc.). To review procurement strategies per programme / project with respect to delivery targets, project integration and efficiencies of scale. To manage the co-ordinated and co-opted SCM processes, including: tender adverts, quality review of proceedings from tender committees; tender awards; procurement timeframes; and, provide guidance to mitigate procurement delays. Ensure infrastructure procurement plans are credible. Monitor, evaluate and report on infrastructure procurement and major capital projects. Maintain a database of contract awards and blacklistings, and conduct continuous risk assessment of workload and performance from service providers. Provide contract management support to departments (variation orders, deviations, dispute resolution and contract execution). Support compliance with the CIDB standard for uniformity, LEDPF and SMME development. Manage relations with clients and provide project leadership. Develop, establish and manage procurement information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles.

ENQUIRIES

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B Ndayi Tel No: 040 1010 072/71

OTHER POST

POST 08/144

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PERSAL SUPPORT AND ADMINISTRATION REF NO: PT 03/03/202 (X2 POSTS)

(Fixed Term Contract of 12 Months)

SALARY CENTRE REQUIREMENTS

:

R257 508 per annum (Level 07)

:

Head Office-Bhisho

:

National Senior Certificate, B. degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be attached. At least 2 years' (experience in a PERSAL environment). Knowledge of regulations related to Human Resource Management. Skills: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

DUTIES

:

Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC's for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision making.

ENQUIRIES

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B Ndayi Tel No: 040 1010 072/71

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

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

APPLICATIONS : **Alfred Nzo Region (Mount Ayliff):** Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- or Post to Private Bag X3556, Kokstad, 4700.
Sarah Baartman Region (Port Elizabeth): Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries:

FOR ATTENTION : Ms N.H Malgas
CLOSING DATE : 19 March 2021
NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POST

POST 08/145 : **ASSISTANT DIRECTORS: EPWP TECHNICAL SUPPORT SERVICES (X6 POSTS)**
(1 Year Contract)

SALARY : R376 596 per annum (Level 09)
CENTRE : Alfred Nzo Regional Office Ref No: DPWI 01/03/2021 (X3 Posts)
Sara Baartman Regional Office Ref No: DPWI 02/03/2021 (X3 Posts)

REQUIREMENTS : National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in Social Sciences/Public Administration/Public Management/Community Development/Development Studies. Four (4) years working experience in EPWP environment of which three (3) years must be at a supervisory level or salary 7 or 8. A valid driver's license. Operating in a Built environment will be an added advantage. Knowledge and Skills: Knowledge of Construction Industry and Project Management. Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution /Problem Solving.

DUTIES : Provide technical support to municipalities implementing Emerging Contractor Development: Facilitate and manage implementation of the programme; continuously monitor the development of the projects; Compile feedback reports on the programme; Ensure improved performance of staff on the current projects. Provide assistance in quality assurance of assets constructed; Compile and submit updated reports on progress and management of large projects model. Facilitate planning for EPWP/ Projects and monitor adherence to EPWP prescripts: Engage relevant stakeholders around the objectives of EPWP. Provide support to public bodies to ensure compliance with EPWP guidelines. Provide tender and design guidelines to ensure proper labor intensive execution of projects. Inform the relevant municipality about planned projects to be implemented within its

boundaries. Provide assistance to public bodies in identifying suitable EPWP projects. Develop plans to meet targets. Ensure alignment within existing planning mechanism such as IDP/SDBIP submissions. Facilitate and monitor project designs: Engage stakeholders on particular policies and procedures. Conduct workshop to public bodies in labor intensive methods. Provide assistance to municipalities in setting and proclaiming EPWP wage rate. Review and align municipality contracting documents to EPWP guidelines and Supply Chain Management processes. Facilitate training of contractors in labor intensive methods of construction. Facilitate and monitor reporting and performance of projects: Support public bodies to develop effective management information systems and processes. Provide assistance in ensuring that reporting is done on EPWP projects implemented. Review progress of public bodies, including reviewing site visit reports and performance information. Manage generation of reports. Identify and understand blockages to implementation and developing innovative methodologies for resolving them. Monitor implementation of planned interventions. Submit monthly reports on the municipality performance. Give monthly feedback to municipality officials and activate project interventions where necessary. Report monthly to the joint infrastructure team. Provide assistance on the implementation of EPWP Integrated Grant: Determine parties eligible for EPWP grant as well as basis for its allocation and distribution. Ensure that signed agreement meets EPWP targets and requirements. Monitor project implementation and management. Report on performance and achievements of set targets. Make necessary interventions on non-performing projects and report thereof.

ENQUIRIES

: Alfred Nzo Region (Mount Ayliff): Ms N Gcabi Tel No: 039 254 6842 or Ms L Mncwabe Tel No: 039 254 6764
Sarah Baartman Region (Port Elizabeth): Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: Should be forwarded to Noluthando.nyalela@ecdsd.gov.za. NO hand delivered applications will be allowed due to COVID 19.

CLOSING DATE

: 19 March 2021

NOTE

: Applications must be submitted on the new Z83 Form prescribed by DPSA, accompanied by detailed curriculum vitae, copies of qualification(s), identity document (certified in the past 6 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

POST 08/146

: **AUDIT COMMITTEE MEMBER REF NO: DSD01/03/2021**

SALARY

: The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting

(including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.

CENTRE REQUIREMENTS

: Head Office
: National Senior Certificate, plus a tertiary qualification in Security Management, Strategic Management, Corporate Governance, Social Work, Public Management, Business Management or any relevant qualification. A candidate must have operated at an Executive Level of an organization for a minimum of five (5) years. Served in the Audit Committee or any governance structures for the minimum of two (2) years. Be a member of recognized professional body. Understanding of the oversight regulatory framework governing public sector in terms of PFMA, Treasury Regulations, etc. is required. Competencies: Be independent and knowledgeable with experience in participating in the governance structures. Be able to dedicate time to the activities of the Audit Committee. Have a strong analytical ability, and good communication skills. Be able to lead Risk Committee meetings as the Chairperson.

DUTIES

: Monitor and review effectiveness of the Internal Audit Function including approval of Internal Audit Coverage Plans. Review AGSA' independence and objectivity and the effectiveness of the audit process. Review AFS for abnormal and/or significant transactions of the entity and the disclosure thereof in the AFS. Consider the Entity's risk and ethics management strategies and policies. Monitor and review financial and non-financial performance of the Department against set goals. Review the adequacy and effectiveness of the internal control and governance systems. Review compliance with legal and regulatory provisions. Report directly to the Audit Committee on Risk Management activities in the Department. Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Social Development. Preference will be given to candidates with experience in Strategic Management, Monitoring & Evaluation or any core business related operations.

ENQUIRIES

: can be directed to Ms. N Nyalela-Mnqanqeni @ 068 242 2270

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS

: can be emailed to: 3d0d2543.ecsra.gov.za@emea.teams.ms
Head Office: Post to: The Acting Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605
Chris Hani District: Attention Mr. X. Kwanini 045 492 0030 / 065 596 8907, Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320, Hand deliver to: No. 6 Ebdon Street, Queenstown, 5319
OR Tambo District: Attention Mr. Mdlangazi Tel: 047 495 0671/ 082 370 5088, Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mtata, 5100, Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.
Alfred Nzo District: Attention Mr Gugwana: 039 254 0960 / 082 542 4726, Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff.

CLOSING DATE
NOTE

: 19 March 2021 @ 12H00
: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

- POST 08/147** : **DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: DSRAC 02/03/2021**
- SALARY** : R1 057 326 per annum (Level 13), (An all-inclusive remuneration)
- CENTRE** : Head Office
- REQUIREMENTS** : National Senior Certificate, An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of BCom or Financial Management with Accounting as a major together with 5 years of experience at a middle/senior managerial level. A minimum of 10 years relevant experience in Financial Management. Valid driving license (code B) Recommendations: Analytical & research skills (Advanced). Leadership Skills. Communication/presentation skills (advanced). People management -, Change Management - & Financial Management skills. Project management skills. Knowledge and understanding of accounting standards and practices including International Financial Reporting Standards (IFRS), Generally Accepted Accounting Practices (GAAP) and Generally Recognized Accounting Practices (GRAP). Knowledge of accounting principles. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts.
- DUTIES** : Managing the administration of expenditure within the Department and report on a monthly basis on the income and expenditure of the Department. Prepare the Annual Financial Statements that are in compliance to the GRAP standards. Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impacts on the Department. Prepare the budgets for the approval for the Accounting authority. Prepare the quarterly compliance report of the Department in compliance with National Treasury requirements. Manage the banking and accounts payable sections. Coordinate the Departmental annual financial audit. Coordinate the month end process of the Department. Act as the secretariat for the budget advisory committee and deliver an effective and efficient financial management support service to the Accounting Officer. Ensure compliance to the PFMA, Treasury regulations, other relevant Acts, and accounting standards and practices. Plan, manage and coordinate the resources of the Directorate to ensure the efficient and effective utilization of resources, including the management of performance of personnel. Participate in policy formulation, strategic and operational planning as well as budget planning on senior management level in order to ensure that goals and objectives are reasonable and attainable and that reporting against the Strategic Plan takes place.
- ENQUIRIES** : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766

OTHER POSTS

POST 08/148 : **CHIEF CONSTRUCTION PROJECT MANAGER (EXTERNAL) REF NO: DSRAC 01/03/2021**

SALARY : R1 042 827 per annum, (OSD), (An all-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate; National higher diploma or B. Tech or Honours Degree (NQF Level 7/8 as recognized by SAQA) in Built Environment field. 6 years' experience as a registered Professional Construction Project Manager with SACPCMP is required. A valid code 8 driver's license. Compulsory registration with SACPCMP as a Professional Project Manager on appointment.

DUTIES : Manage the execution of project management strategic through the provision of appropriate structure, systems and resources. Set project standards, specification and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiency according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment or services. Ensure that the needs of the clients are interpreted into clear and manageable scope of work. Coordinate the work of various Professionals to ensure the required design and documentation quality as well as al delivery in accordance to project execution plans. Ensure that appointment consultants manage the quality of work within their professional scope and responsibility. Prepare and submit project performance reports to the Head of Department. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the department and with stakeholders.

ENQUIRIES : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766

POST 08/149 : **DEPUTY DIRECTOR: SPORT & RECREATION REF NO: DSRAC 04/03/2021**

SALARY : R869 007 per annum (Level 12), (An all-inclusive remuneration)

CENTRE : OR Tambo District

REQUIREMENTS : National Senior Certificate, National Diploma / B Degree NQF level 6/7 in the field of Sport & Recreation coupled with 5 years' experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem-solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. Provision of strategic leadership in the sport and recreation unit. Management of Sport and Recreation staff members through implementation and monitoring Human Resource affairs such as leave management, Performance Management Development System, manage and monitor attendance of employment, manage policies related to conduct of employees, manage conflict and grievance processes. A valid code 08 driving license.

DUTIES : Planning of the sub-directorate and district operational plans and business plans. Ensure compliance of sport and recreation programmes with Conditional Grant Framework. Preparation of budget planning, procurement plans and cash flow projections in line with the departmental Business Plan, Provincial and National directives. Synchronisation of operational and business plans with budget both fiscal and grant allocations as guided by the PFMA. Facilitate Stakeholder consultation Forums for purposes of plenary, monitoring & evaluation. Facilitate the implementation of mass participation programmes in the four areas, namely: - Club Development and Federation Affairs programmes, Recreation Development and Siyadlala programmes, School Sport programme and Academy of Sport (High Performance unit). Implement programmes in line with policy directives and Political imperatives. Implement and monitor national directives for the programme.

Manage the utilisation and safe keeping of assets. Promote a productive organisational culture.

ENQUIRIES : S. Mdlangazi Tel No: 047 495 0671

NOTE : People with disability and females are encouraged to apply.

POST 08/150 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 03/03/2021**

SALARY : R733 257 per annum (Level 11), (An All-Inclusive Remuneration)

CENTRE : Alfred Nzo District

REQUIREMENTS : National Senior Certificate, B Degree or National Diploma NQF Level 6/7 in Public Administration or equivalent with at least 5 years relevant experience in an environment of Financial, HR and Supply Chain Management of which 3 years must be at an Assistant Director Level / Junior Management level. Proven Administration, planning and organisational skills. Strong administration capability and leadership skills. Public Service Act, Public Service Regulations. Proven Managerial and leadership credentials. Computer Literacy. Sound knowledge of government policies and legislative framework. Good negotiation, conflict management, strategic capability, administration and analytical skills. Good communication and presentation skills. Ability to maintain sound reporting procedures. Ability to plan and organize. Ability to compile management reports. Policy analysis and implementation. An understanding of the Public Service Regulatory Framework. Computer literacy in all MS Office packages. A Valid code 08 driving license.

DUTIES : Management, monitoring and coordination of Human Resources, Finances, Supply Chain Management and general administration of physical resources. Strategic planning, public procedures and practices. Implement policies and legislation relating to Public Service in general. Perform general managerial functions and supervision. Compile reports and submit to top management. Ensure effective management of all physical assets.

ENQUIRIES : M. Gugwana Tel No: 039 492 0297

POST 08/151 : **DEPUTY DIRECTOR: COMMUNITY LIBRARY SERVICES (EXTERNAL) REF NO: DSRAC 05/03/2021**

SALARY : R733 257 per annum (Level 11), (An All-Inclusive Remuneration)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, A B. BIBL or B. Tech Degree or Post Graduate Diploma in Library and Information Science or equivalent qualification with a minimum of three (3) years' experience at Assistant Director level in the Library and Information Services field. Knowledge of Finance and Human Resources. Good computer and negotiation skills. Good research and analytical skills. Knowledge on all applicable Public Service Legislations and Treasury regulations. Knowledge on procurement directives and Departmental policies and policy formulation. Good interpersonal relations. Strong customer ethic. Must be able to think strategically and be service-orientated. Must be in possession of valid code 08 drivers' license.

DUTIES : Manage all Conditional Grant activities. Represent and give input on the grant implementation in Library Service and DSRAC strategic planning. Chair/ attend planning meetings of Conditional Grant. Liaise with Municipalities. Consult with DSRAC District Management Municipal Library Service Management. Attend DAC and Treasury meetings with regard to conditional grant. Manage annual allocation of Library subsidy transfers to Municipalities and Conditional Grant Funds. Compiling MTEF budget for the conditional Grant. Manage the annual project budget process. Establish, manage coordinate financial monitoring mechanisms. Ensure that expenditure is in line with business plan, PFMA and Treasury Regulations. Monitor and evaluate Municipal Financial reports. Coordinate inputs for Library Services annual budget process. Control and Monitor payments of all purchases and transfer payments. Develop and maintain a sound internal control and risk management system for the conditional grant. Manage MOAs business plans and other outputs of the conditional grant. Human Resource Management I.e. Coordinate evaluate, and handle staff reports and staff performance. Administrative Management.

ENQUIRIES : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766

POST 08/152 : **ASSISTANT DIRECTOR: LANGUAGE SERVICES (AFRIKAANS, SESOTHO & ENGLISH) REF NO: DSRAC 11/03/2021**

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

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, plus B.A degree with Afrikaans/SeSotho and English being majors and another at a lower level; or a Degree/ Diploma in Translation/ Interpreting with a minimum of 3 years' experience in translation and interpreting at supervisory level. Knowledge of language and language related issues such as National Language Act, 2012; EC Use of Official Languages Act, 2016. Experience in translation and working in language related environment. Good written and verbal communication skills. Knowledge of provincial language policy. Good Report Writing Skills; Computer literacy and good interpersonal relations; knowledge of excel and Power Point. Ability to translate technical and legal documents in at least two of the Eastern Cape official languages. Should be able to work independently and under pressure and be prepared to work after hours or during weekends when need arises. Computer literacy. Bilingualism/ Multilingualism. High Proficiency in language, spelling, grammar. Creative thinking. Customer Service orientated. Problem analysis Self – driven. High level of diligence and competence. A valid code 08 driver's license is a must.

DUTIES : Coordinate and Supervise Language Development projects in the province, such as Manuscript Development; Creative Writing Workshops etc. Provide and facilitate any language related development initiative, such as language festivals, creative writing workshops. Provide interpreting service when required.

ENQUIRIES : R. Swartbooi Tel No: 043 492 0949 / 072 210 6001

NOTE : Preference will be given to qualifying female applicants.

POST 08/153 : **ASSISTANT DIRECTOR: INFRASTRUCTURE & COMMUNITY DEVELOPMENT (EXTERNAL) REF NO: DSRAC 06/03/2021**

SALARY : R376 596 per annum (Level 09), (An all-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, A relevant B Degree in (Quantity Surveying) or in Construction Management and at least 2 to 3 years' experience in Government Department within Built Environment. Knowledge of public Service Act; Legislation; Policies; Prescript and Procedures. Knowledge of Infrastructure project management; Contract Management (JBCC, NEC) and Construction Regulations. Must be in possession of a valid code 8 driver's license.

DUTIES : Facilitate planning and execution of projects. Coordinate the appointment of the Implementing Agent, Consults and Contractors. Provide an updated data of the Departmental Infrastructure Projects to External Stakeholders. Monitor evaluate and report on construction process. Provide administration support on construction projects. Ensure safe environment and maintain good relations with Consultants and Construction. Ensure implementation of recommendations from Safety Audit report. Ensure Infrastructure Project are labour Intensive and comply with the principle of the Extended Pubic works Program. Provide administration support to the unit and staff.

ENQUIRIES : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766

POST 08/154 : **ASSISTANT DIRECTOR: PROVINCIAL LIBRARIES (EXTERNAL) REF NO: DSRAC 07/03/2021**

SALARY : R376 596 per annum (Level 09), (An all-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, A Degree / Diploma in Library and Information Science or equivalent qualification with 3 years' experience in a similar environment with at least 3 years supervisory experience. Knowledge of Government prescripts, Ability to work with the public, research skills, team buildings. Planning and organising, report writing, managerial skill, conflict skills, analytic skills, interviewing skills, project management skills. Financial management, negotiation skills, policy interpretation, Good interpersonal relations kills. Ability to work under pressure and work irregularly hours. Innovative. Good written and verbal communication. Team wok building, presentation skills. A valid driving license.

- DUTIES** : Co-ordinate and collate library and information services information. Facilitate the signing and monitoring of SLAS with Municipalities. Provide support to district LIS. Compile monthly and quarterly reports for the section. Facilitate planning and organisation for the section. Responsible for developing budget for the section and monitoring its sending. Co-ordinate all LIS marketing and awareness campaign. Assist in policy formulation and co-ordination. Establish relationship with libraries and other library related stakeholders. Co-ordinate the formation of library structure. Will be required to work long hours. Extensive travelling.
- ENQUIRIES** : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766
- POST 08/155** : **ASSISTANT DIRECTOR: LIBRARIES (EXTERNAL) REF NO: DSRAC 08/03/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09), (An all-inclusive remuneration)
: Mdantsane Library
: National Senior Certificate, A Degree/ Diploma in Library and Information Science or equivalent coupled with 3 years' experience in the field, 3 years supervisory experience> Must be able to interpret policies and implement strategies. Good management and communication skills. Sound knowledge of collection development and SLIMS. Computer literacy. A valid code 08 driving license.
- DUTIES** : Facilitate Supervise and manage staff within the district and Public Libraries. Develop and implement strategic plans of the section. Develop operational plans and manage the sections budget. Oversee the collection development for the public libraries. Establish and maintain relationships with municipalities. Identify training needs and organize workshops for staff.
- ENQUIRIES** : N. Siyongwana Tel No: 043 492 0933 / 066 474 2766
- POST 08/156** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSRAC 09/03/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09), (An all-inclusive remuneration)
: Head Office
: National Senior Certificate, B. Degree (NQF Level 7) or equivalent qualification in Accounting or Auditing, coupled with at least 3 years' experience in the field of Risk Management of which 3 years must be at supervisory level. Knowledge of Public Sector legislative framework, PFMA, Treasury Regulations, National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer Literacy. Report writing skills, proven communication and good presentation skills. Ability to review policies, internal control measures, procedure manuals and departmental circulars. A registration with the institute of Risk Management (RIMSA) will be an added advantage. A valid code 08 Driving license.
- DUTIES** : Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers. Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers. Assist in the development, review and implementation of Departmental Risk Management framework. Give support to the section with regards to Departmental Risk Assessment and Reviews, Implementation of programmes, Awareness campaigns and workshops on Anti-Fraud, Anti- Corruptions, Ethics management and Risk Management. Facilitate management of Conflict of interest and gift register. Investigate fraud and other risk related matters. Provide reports and maintain safe keeping of registers. Support the development and implementation of fraud and corruption management policies and procedures for the department. Investigate complaints and allegations of fraud and corruption lodged with the risk management in accordance with the relevant prescripts. Develop and maintain

		proper information management system for recording and reporting on corruption cases. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations with appropriate findings, recommendations and advice. Provide continuous support to managers and staff to prevent fraud and corruption related risks. Provide information to all relevant stakeholders on corruption incidents and cases investigated by the risk unit monthly, quarterly or as and when required to do so. R. Swartbooi Tel No: 043 492 0949 / 072 210 6001
<u>ENQUIRIES</u>	:	
<u>POST 08/157</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DSRAC 10/03/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09), (An all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 in Human Resources Management / Industrial Psychology / Public Administration / Business Management. At least 3 years in Human Resources of which at least 3 years must be at supervisory level. A good understanding of the relevant government regulatory framework. Good knowledge of Persal System, Recruitment, Public Service Act, Employment Equity Act, PFMA and Establishment. Proven leadership, strategic management, financial management and people management skills. Excellent administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 Driving license.
<u>DUTIES</u>	:	Provide strategic guidance and advice in respect of Human resource management and Administration services. Ensure management of human resource planning, post provisioning and policies are developed, implemented, monitored and reviewed. Ensure that effective and efficient recruitment, selection, appointment and retention strategies are in place to promptly fill vacant posts. Ensure overall departmental compliance with human resource legislation, policies and sound human resource practices. Maintain and enhance PERSAL control and conduct high level analyses of trends and risks. Active involvement in the compilation of service delivery improvement programme, and an information resource plan, for Corporate Services Administrative Support. Direct responsibility for the efficient, economic and effective control and management of compensation of employee budget and expenditure. Facilitate rendering of Auxiliary services in respect of office services, registry and registry management services.
<u>ENQUIRIES</u>	:	S. Mdlangazi Tel No: 047 495 0671
<u>POST 08/158</u>	:	<u>EXECUTIVE ASSISTANT (PA): DISTRICTS</u>
<u>SALARY</u>	:	R257 508 per annum (Level 07), (An all-inclusive remuneration)
<u>CENTRE</u>	:	Alfred Nzo District: Ref No: DSRAC 12/03/2021 Chris Hani District: Ref No: DSRAC 13/03/2021
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma in Public Management or Public Administration. A minimum of 1 – 2 years' experience working in Public Sector. Experience in working in the Office of the District Director is essential. Knowledge and experience of the Director's office's needs and business. Knowledge and experience of Government's policies and relevant prescripts and procedures. Willingness to work extended hours. Excellent communication and analytical skills. Computer literacy with emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Good verbal and written communication skills. A valid code 08 driver's licence.
<u>DUTIES</u>	:	Devising and maintaining office systems, including data management and filing. Arrange travel and accommodation for the District Director, Corporate Services Manager and SPU Assistant Manager. Taking dictation and minutes. Monitor budget and other financial records for the Office of the District Director. Scrutinise visitors to the Office of the District Director and direct them to relevant offices or officials. Keep record of all incoming and outgoing mail/correspondence. Consolidate weekly itineraries, request, scrutinise and consolidate reports (weekly, monthly & quarterly) and submit them to the General Manager's office. Prepare and submit Travel and Subsistence (S&T) claims for the District Director. Maintain diary and manage appointments. Manage assets of the office and monitor attendance

- register. Arrange away meetings and workshops from the office. Arrange management and staff meetings, prepare agendas and take minutes. Conduct procurement for the Office of the District Director.
- ENQUIRIES** : M. Gugwana Tel No: 039 492 0297
X. Kwanini Tel No: 045 492 0030
- POST 08/159** : **EXECUTIVE ASSISTANT (PA): OFFICE OF THE HOD REF NO: DSRAC 14/03/2021**
- SALARY** : R257 508 per annum (Level 07), (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, National Diploma in Public Management or Public Administration. A minimum of 1 – 2 years' experience working in Public Sector. Knowledge of Public sector policies and frameworks. Computer literacy with strong emphasis on MS: Word, Power point and Excel. Ability to work independently. Good verbal and written communication skills. A valid code 08 driver's licence.
- DUTIES** : Provide administrative support to the Head of Department. Ensure the effective flow of information and document to and from the Head of Department. Ensure safekeeping of all documents in the office of the Head of Department, scrutinize routine submissions/reports and make notes and/or recommendations for Head of Department. Manage the diary of the Head of Department and ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register for the Head of Department with the Office of the MEC. Coordinate logistical arrangements for meetings when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Head of Department, compile draft letters and submissions as requested. Perform any other administrative duties required by the Head of Department.
- ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949 / 072 210 6001

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Please take note, NO hand delivered and postal applications will be allowed due to COVID 19. Applicants can apply online through E-recruitment system using the following link <https://erecruitment.ecotp.gov.za>
- FOR ATTENTION** : Mr M Ngcobo / Mrs N Nyamakazi 043 604 7458 / 7455
CLOSING DATE : 19 March 2021
NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test

relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

OTHER POSTS

- POST 08/160** : **CHAIRPERSON OF THE AUDIT COMMITTEE (AC) REF NO: DOT 01/03/2021**
The department hereby invites suitably qualified person to serve on the Audit Committee (AC) of the Department. The department seeks to appoint one (1) person as a Chairperson of Audit Committee for a period of three (3) years, with effect from 1 July 2021. Preference will be given to candidates residing permanently within the Eastern Cape.
- SALARY** : The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.
- CENTRE REQUIREMENTS** : Head Office
: National Senior Certificate, A postgraduate qualification in finance, administration, governance, internal or external auditing, risk management, information technology, human resource management or performance management is required with at least 10 years' experience at a senior level; and membership of a recognized professional body. Must have a strong financial management, auditing, risk management, strategy, and/or information technology background and appropriate experience in the environment; qualifications and experience related to governance, finance, strategy and information technology will be beneficial; be independent and have knowledge commensurate with the status of the position; and have personal qualities and the ability to lead discussions; have extensive leadership skills, and prior experience of serving on an well-functioning audit committee of a medium to large organization; have an active interest in the optimal functioning of the organization, and display the highest levels of integrity and objectivity.
- DUTIES** : Fulfil the statutory roles of the audit committee in terms of the PFMA, Treasury Regulations and other applicable regulatory frameworks. Help to strengthen objectivity and the credibility of financial and operational reporting. Monitor the performance of the internal audit activity. Monitor management responses to reported weaknesses, control deficiencies and make recommendations for improvement.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- POST 08/161** : **AUDIT COMMITTEE MEMBERS REF NO: DOT 02/03/2021 (X3 POSTS)**
The department hereby invites suitably qualified person to serve on the Audit Committee (AC) of the Department. The department seeks to appoint three (3) Audit Committee Members for a period of three (3) years, with effect from 1 July 2021. Preference will be given to candidates residing permanently within the Eastern Cape.
- SALARY** : The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of

government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.

**CENTRE
REQUIREMENTS**

: Head Office
:
: National Senior Certificate, Minimum requirements of a tertiary qualification in either financial accounting, auditing, risk management, strategy, information technology, governance, administration or economics with at least 5 - 10 years' experience, at a senior level, in the public sector. Must have a strong financial management, auditing, risk management, strategy, and/or information technology background and appropriate experience in the environment. Be independent and have knowledge commensurate with the status of the position. Demonstrate experience in participating in well-functioning audit committees of a medium to large organization. Have the ability to dedicate time to the activities of the AC. Analytical reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which provincial departments operate. Knowledge and understanding of the challenges faced. Knowledge and understanding of social and infrastructure environments in the public sector.

DUTIES

: Fulfil the statutory roles of the audit committee in terms of the PFMA, Treasury Regulations and other applicable regulatory frameworks. Help to strengthen objectivity and the credibility of financial and operational reporting. Monitor the performance of the internal audit activity. Monitor management responses to reported weaknesses, control deficiencies and make recommendations for improvement.

ENQUIRIES

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