

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: Superintendent-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605 or hand-deliver at Steve Vukile Complex, Zone 6 Zwelitsha.
- FOR ATTENTION** : Ms NP Sipahlanga
- CLOSING DATE** : 03 May 2021 @ 13h00
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will verify the qualifications and conduct reference checking on short-listed candidates. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

- POST 13/123** : **DEPUTY DIRECTOR-GENERAL: FINANCIAL MANAGEMENT/CHIEF FINANCIAL OFFICER REF NO: ECDOE DDG-CFO 01/04/2021**
- SALARY** : R1 521 591 per annum (Level 15). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office - Zwelitsha
- : A Senior Certificate, NQF 8 degree in Accounting, Financial Management or Auditing as recognized by SAQA in any of the aforementioned areas or Management Sciences. 8 to 10 years' relevant experience in the Financial Management domain at Senior Management Level. Pre-entry SMS certificate as directed by DPSA. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Project Management Methodologies (Prince 2 or others). Valid Code 08 Drivers' License (except disabled applicants). Note: Registration as a Chartered Accountant (SA) or with a relevant professional body will be advantageous. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Technical Competencies: PFMA legislative and SCM regulatory framework. Departmental policies and procedures, Annual financial statements, Performance report, Business and project financial planning, MTEF budgeting process. Candidates must submit with their comprehensive CVs any Project that they have

DUTIES

initiated, implemented and executed to its logical conclusion, where beneficiation of clients/ public is clearly demonstrated through apt Financial Management.

: Strategically manage and direct the development, maintenance and implementation of the departmental financial and supply chain management policy frameworks, systems, instruments and delegations. Support the head of department and executive managers with the development of the Strategic Plan and annual performance plans. Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Finance Management Act, 1999 and the Treasury Regulations. Strategically direct processes to ensure that the all departmental accounting systems and practices are compliant with GRAP and GAAP and audit standards. Account for the effective, efficient and economical performance of the departmental financial and supply chain management systems. Manage and account for the development and implementation of the Department's Budget and Annual Procurement Plan inclusive of managing the monitoring/ evaluation thereof and reporting thereon. Manage processes to ensure the strengthening of the internal control environment. Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental monetary and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services. Manage the development of the Branch's Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment. Provide technical advice to the head of department pertaining to strategic, financial and physical resource matters. Liaise on behalf of the accounting officer with the National and Provincial Treasuries. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development financial and supply chain practitioners.

ENQUIRIES

: Mr. Q Luthuli Tel No: (040) 608 4298

NOTE

: There is already male representation at this SLMC level; this post is therefore reserved for designated groups: woman, youth and the disabled.

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.

FOR ATTENTION

: Ms Bonelwa Ndayi

CLOSING DATE

: 03 May 2021

OTHER POST

POST 13/124

: **DEPUTY DIRECTOR: FORENSIC AUDITING REF NO: PT 01/04/2021**

Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities.

SALARY

: R733 257 per annum (Level 11), An all-inclusive remuneration

CENTRE

: Head Office

REQUIREMENTS

: National Senior Certificate, A Three Year Degree (NQF level 7 as recognised by SAQA) in Commerce/Financial Accounting / Financial Management / Criminal law / Investigation. Qualified Certified Fraud Examiner (CFE) or Forensic Practitioner ((FP) SA). Minimum of 5 years' experience in investigation/audit environment of which 3 years should be at a level of Assistant Director. Registered with a Professional accounting/ law or investigation Association or Professional Body.

DUTIES

: Render support to the forensic audit strategy of departments: Give input into the development, planning, implementing and driving of the Forensic Audit Strategy in response to the Provincial strategy. Provide forensic support and capacity building to provincial government institutions: Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate

and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. Render support in ensuring compliance to regulatory frameworks within the province: Assist the director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, POCA/PRECCA et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. Monitor departments forensic capacity if available: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded. Manage Area Of Responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

ENQUIRIES : B Ndayi Tel No: 040 1010 072/71

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

The Department of Transport: GFMS Trading Entity in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Applicants should apply online through E-recruitment system, using the following link: <https://erecruitment.ecotop.gov.za/>.

CLOSING DATE : 03 May 2021

NOTE : Applications must be submitted on the Z83 Form obtainable from any Public Service Department or internet at <http://www.info.gov.za/documents/forms/employ.pdf>. Z83 which must be signed (an unsigned Z83 form will disqualify an application) and must be accompanied by a comprehensive CV indicating three reference person's Name, Contact Numbers and a relationship with reference as checks will be done on nominated candidate(s), attach copies (certified within the past six months) of Qualification(s), Matric certificate, proof of Professional Registration & Driver's license (where applicable), ID Document, Non-RSA Citizens to attach Permanent Resident Permits, Foreign Qualifications must be accompanied by South African Qualification Authority (SAQA) Evaluation Certificate. Note: Failure to submit these copies will result in the application not being considered. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which will 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 recruiting department 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. The People with disabilities are encouraged to apply for these posts.

OTHER POSTS

POST 13/125 : **DEPUTY DIRECTOR: STRATEGY AND RISK MANAGEMENT REF NO: DOT 12/04/2021**

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 Business Management/ Public Management

with three years' experience at an Assistant Director/ Junior Management Level in the following areas: Strategy Development and Planning, Performance Monitoring and Evaluation and Risk Management. Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy. Strategic Capabilities. Creative Thinking. Team Player. Technical Proficiency. Ability to co-ordinate cross functional and multi-disciplinary teams. Sound Project Management capability. Excellent Presentation Skills.

DUTIES : Development of Annual Performance Plans and Operational Plans. Develop systems and interventions to promote a culture of performance and reporting within the entity. Manage the quarterly performance reporting process. Coordinate the executive management group engagements. Management and coordinate risk management within the organization. Coordinate organizational policy review. Assist in preparing reports to the Governance Structure/s and Oversight Bodies.

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

POST 13/126 : **WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT REF NO: DOT 01/04/2021**
(One Year Contract)

SALARY : R376 596 per annum (Level 09) plus 37% in lieu of benefits
CENTRE : Port Elizabeth
REQUIREMENTS : National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) in Logistics/ Commerce / Public Administration/ Public Management/Engineering with 3 years' relevant working experience at supervisory level or SL 7/8 of which one (1) year must be in logistics in a fleet environment. A valid code 08 driving license is essential. Competencies: Good communication skills. Team player *Self-management. Problem Solving and Decision Making. Computer Literacy.

DUTIES : Responsible for overall running of the Depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.

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

POST 13/127 : **ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE REF NO: DOT 02/04/2021**

SALARY : R304 263 per annum (OSD)
CENTRE : Joe Gqabi (Alwal North)
REQUIREMENTS : Trade Test certificate in Motor Mechanical with 2 years' experience in a technical workshop environment. Valid code 08 driving license is essential. Competencies: Computer Literacy. Communication Skills (verbal and non - verbal). Report Writing Skills. Computer Skills. Customer Care. Records Management.

DUTIES : Managing GFMS Supplier- Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services). Administer Insurance processes.

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

POST 13/128 : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOT 03/04/2021**
This is a re-advertisement, those who applied may re- apply

SALARY : R257 508 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) in Finance/ Auditing majoring in Accounting plus at least 2 years' experience in finance, in an accrual environment. Knowledge of the financial system in an accrual environment is essential. A valid Code 08 Driving license is essential. Applicants must attach academic transcripts. A valid Code 08 Driving license is

- essential. Competencies: Creative Thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Practical knowledge of Accounting Standards.
- DUTIES** : Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manage maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicles tracker and PPE etc.). Preparing reconciliations for all categories for PPE, Leases and Inventory. Other asset management administration.
- ENQUIRIES** : Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319
- POST 13/129** : **STATE ACCOUNTANT: BILLING AND DEBT MANAGEMENT REF NO: DOT 04/04/2021 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
: East London
: National Senior Certificate (NQF Level 4), National Diploma (NQF Level 6) in Finance/ Auditing majoring in Accounting plus at least 2 years' experience in finance, in an accrual environment. Knowledge of a financial system in an accrual environment is essential. A valid Code 08 Driving license is essential. Applicants must attach academic transcripts. Competencies: Creative Thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency.
- DUTIES** : Collecting and analysing data submitted for billing of client departments. Preparation of billing schedules and invoices to clients. Allocation of receipts from clients. Processing of customer invoices on financial system. Analysing monthly revenue and debtors general ledger accounts. Preparation of revenue and debtors reconciliations. Preparation and submission of monthly debtors age analysis. Preparation and processing of journals relating to Accounts receivables and revenue. Preparation of financial reports relating to revenue and debtors accounts.
- ENQUIRIES** : Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319
- POST 13/130** : **ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DOT 06/04/2021**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
: East London
: National Senior Certificate (NQF Level 4), National Diploma (NQF 6) in Supply Chain Management/ Logistics Management/ Public Administration/ Finance with 2 years' relevant experience in Supply Chain Management. Knowledge of Supply Chain functions and legislation governing the sector is essential. A valid Code 08 Driver's license is essential. Knowledge and understanding of PASTEL system will be an added advantage. Competencies: Job Knowledge. Communication. Internal relations. Attention to detail, Problem solving and decision making skills. Client Orientation and Customer care. Good Communication skills both verbal and written. Accountability and Ethical Conduct. Flexibility, ability to work under pressure and as a team.
- DUTIES** : Compliance with all Supply Chain Management legislation, policies and procedures. Perform Demand Management Functions: Co-ordinate development of procurement plans by end users, monitor implementation and report. Facilitate Bid Specification meetings, and perform bid administration duties, implement supplier rotation, source suppliers from the Central Supplier Database, publish bid adverts on the tender bulletin and tender ePortal. Perform contract administration: Maintain all SCM lease and related registers. Keep record of all signed contracts. Monitor contract expiry. Perform Acquisition Management Functions: perform bid administration duties, perform quality assurance on requisitions before generating orders. Generate purchase orders. Reconcile purchase orders issued with invoices received. Submit invoices and purchase orders to finance for payment. People Management: Service internal and external stakeholders. Supervise Staff key performance standards and develop actions to improve and achieve section objectives. Reporting: Submit monthly reports to management. Compile and maintain commitment register, Implement SCM audit plan, prepare submission of audit information requested, ensure deadlines are met.
- ENQUIRIES** : Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319

<u>POST 13/131</u>	:	<u>SECRETARY: OFFICE OF HEAD OF ENTITY REF NO: DOT 07/04/2021</u> (One Year Contract)
<u>SALARY</u>	:	R173 703 per annum (Level 05), plus 37 % in lieu of benefits
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate (NQF Level 4), One (1) year relevant working experience as a secretary, or Office Management/ Administration will be an added advantage. Competencies: Computer Literacy, Language Skills, Telephone Etiquette, Report writing skills, Customer Orientation, Time Management, Planning & Organising. A valid Code 08 driving license is essential.
<u>DUTIES</u>	:	Provide a support service to the office of the head. Co-ordinate office administration relating to entity performance. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretariat duties to EXCO and management structures and track resolutions. Maintain entity project register and follow up on targets. Provide clerical and administrative support service. Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage unit budget. Respond to queries in person, via telephone or email. Develop and implement office procedures. Main general company record systems to uphold accurate files. Compose letters, memos, and emails. Screen documents, book meeting rooms, set up conference calls and take messages, perform administration tasks including filing and photocopying.
<u>ENQUIRIES</u>	:	Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319
<u>POST 13/132</u>	:	<u>SECRETARY: FINANCIAL MANAGEMENT: REF NO: DOT 08/04/2021</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate/ (NQF Level 4), One (1) year experience in supporting in a Finance environment will be an added advantage. Competencies: Creative Thinking. Problem Solving. Team Player. Ability to work with minimal supervision, take initiative.
<u>DUTIES</u>	:	Provide administrative support service to the financial management office. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretariat duties to Finance management meetings and other finance meetings and receptionist support service to the Senior Manager's office Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage submission of information to internal and external auditors.
<u>ENQUIRIES</u>	:	Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319
<u>POST 13/133</u>	:	<u>ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT REF NO: DOT 09/04/2021 (X3 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate (NQF Level 4). One year working experience in Fleet Logistics Management will be an added advantage. A valid Code 08 Driving license is essential. Computer Literacy – Advanced Microsoft Excel/ Word and PowerPoint skills. Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.
<u>DUTIES</u>	:	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. Maintain GFMS Fleet Register. Perform messenger duties and any other duties assigned.
<u>ENQUIRIES</u>	:	Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319

POST 13/134 : **RECEPTIONIST/ADMIN CLERK: CLIENT RELATIONS MANAGEMENT REF NO: DOT 10/04/2021**

SALARY : R173 703 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : National Senior Certificate (NQF Level 4). One (1) relevant experience in a client relations or receptionist environment will be an added advantage. Valid Code 08 driver's license is essential. Competencies: Good telephone etiquette, Good verbal and written communication, Resolving Conflict, good listening skills, Multi-tasking, Customer Service, Promoting Process Improvement, Problem Solving, Thoroughness, Quality Focus and Computer Literacy.

DUTIES : Provide information to clients and stakeholders by verifying understanding of request; answering questions; offering assistance. Coordinate and manage all incoming and outgoing correspondence. Initiates services by recording requests; forwarding to relevant internal unit and doing follow ups. Receiving, recording and distributing of invoices to the client relations members. Ensure the smooth day to day running of the client relations unit. Administrative support function to members of the Client Relations Team. Provide receptionist services to GFMS.

ENQUIRIES NOTE : Mrs P. Mbewu at Tel No: 043- 731 1249/ Mr K. Valashiya at Tel No: 043-731 2319
Shortlisted candidates will be subjected to competency assessment.

POST 13/135 : **DRIVER/ MESSENGER: FLEET RISK AND LOGISTICS MANAGEMENT REF NO: DOT 11/04/2021**
(One Year Contract)

SALARY : R122 595 per annum (Level 03) plus 37% in lieu of benefits
CENTRE : East London
REQUIREMENTS : ABET level 4 or NQF level 1 to 3. Valid Code 10 Driving license with valid PDP. 2 years driving experience of which one year should be of administration experience. Competencies: Good verbal skills. Basic reading and written skills. Conflict resolution. Self-Management. Interpersonal Relations. Multi-tasking and time management skills with the ability of prioritising tasks.

DUTIES : Providing driving services for the entire organization. Provide general administrative support services.

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