

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

APPLICATIONS : Please take note, No hand delivered applications will be allowed due to COVID 19. Applicants can apply using eRecruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/> <https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za. Applications received after closing date will not be considered. No faxed applications will be accepted. To obtain more information on requirements and functions:

CLOSING DATE : 21 May 2021

NOTE : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. 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>. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to.

MANAGEMENT ECHELON

POST 16/39 : **DIRECTOR: CABINET SECRETARIAT (EXCO, CABINET & CLUSTER) REF NO: (OTP01/05/2021)**
(Re-Advertisement: those who previously applied are encouraged to apply)

SALARY : R1 057 326 per annum (Level 13)

CENTRE : Bhishe

REQUIREMENTS : National Senior Certificate, NQF Level 7 (Degree or B-Tech) qualification certificate in Public Relations/Communications/Public Administration/Social Sciences or equivalent qualification as recognised by SAQA. An SMS pre-Entry Certificate. A minimum of five (5) years working as a Deputy Director – three (3) of which should be in an executive support environment. An understanding of the constitution as it relates to the Executive Council of the Province. An understanding of, and experience in, the Government Cluster and Cabinet system of government. Capabilities and Competences are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written). Good knowledge of the functioning of a

provincial government and more specifically within the context of an Office of the Premier; Knowledge of strategy development, strategy management and strategy monitoring and review processes; knowledge of policy development; knowledge of legislative framework and government procedures on public finance, human resource management and supply chain management; knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector.

DUTIES : Manage the provision of administrative and support services to the Cabinet Secretary, EXCO structures as well as the Provincial Management forum of HODs: Provide secretarial support services to the Cluster and Cabinet Committee on Economic Development, including, Convening the monthly and special meetings of the Clusters and Cabinet Committee, Overseeing the compilation of agendas and document packs for the meetings and distribution to the relevant Heads of Department and MEC's, Overseeing the recording of minutes and resolutions of the cluster and cabinet committees, Overseeing the compilation of a decision matrix for each of the meetings and distribution to the Heads of Department. Manage the storage of Executive Council resolutions and documentation in a secure and orderly manner, Deal with queries relating to Executive Council resolutions emanating from departments, Ensure the secure storage of Executive Council memoranda and resolutions, Ensure compliance with the Cabinet Handbook requirements (MISS). Provide support to the leader of government business, and attend meetings of the Legislature Programming Committee in order to coordinate the programmes of EXCO and the Legislature. Provide Administrative support to the unit, including: Review Executive Support (EXCO, Cabinet and Cluster) performance and make recommendations to improve the efficiency and effectiveness. Supervise and co-ordinate the effective and efficient running and management of the Cabinet Support unit. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility, including: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248

OTHER POSTS

POST 16/40 : **SENIOR STATE LAW ADVISOR: LEGAL ADVISORY SERVICES – LP 9 REF NO: (OTP02/05/2021)**

SALARY : R983 019 per annum
CENTRE : KWT/Bhisho
REQUIREMENTS : LLB (or as otherwise determined by the Minister of Justice and constitutional Development), Admission as an Attorney or Advocate. At least 8 years' appropriate post qualification advisory and drafting experience in contracts and agreements. Applicants must understand the public service prescripts/laws and its application. Admission as an Attorney or Advocate. Skills and Competencies: Sound knowledge in commercial, constitutional and administrative law, experience in the drafting and vetting of contracts and agreements, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws. Must have a valid driver's license.

- DUTIES** : Facilitate adherence to good corporate governance: Provide legal advice and opinion on various legal aspects, including matters referred by legislature to the office of the Premier. Interpret various pieces of legislation and policies. Draft and vet of contracts and agreements. Vet international instruments and agreements. Implement the guide on the management of contracts by provincial departments. Manage contractual Legal Compliance: Ensure that contracts and service level agreements are drafted for supply chain. Ensure the vetting of international agreements. Ensure the drafting and vetting of intergovernmental agreements. Facilitate adherence to good corporate governance. Facilitate compliance with legal framework. Monitor and facilitate adherence to constitutional imperatives by departments. Monitor and facilitate adherence to Constitutional imperatives by departments: Train officials of the provincial departments on pieces of legislation such as PAIA, PAJA, POPIA, PAMA etc. Monitor constitutional court cases and present at legal advisor's forum. Develop executive acts of the premier, as provided for by the constitution and various pieces of legislation. Coordination and monitoring of compliance by respective provincial departments: Coordinate submission of section 32 reports to Human Rights Commission. Develop section 14 PAIA manuals for provincial departments. Coordinate of compliance in terms of PAIA. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning.
- ENQUIRIES** : can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
- POST 16/41** : **INVESTIGATOR REF NO: (OTP03/05/2021)**
(Fixed Term Contract of 12 Months)
(Re-Advertisement: those who previously applied are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11)
: (KWT/Bhisho)
: National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate in Commerce/Financial Accounting/Financial Management/Criminal Law coupled with a minimum of 8 years' experience in forensic/law enforcement/criminal law environment of which three (3) years must be at an Assistant Director level. Registered with a Professional Association or Body. Skills and competencies: Theory and practice of conducting investigations. Knowledge and application of applicable Public Sector Legislation, Public Finance Management Act, Depth knowledge of investigation legislation. Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication Skills.
- DUTIES** : Provide investigative support to the Office of the Premier: Render support in identifying, managing and facilitating the investigation of medico-legal claims reported to or identified by the Office of the Premier/Department of Health. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct investigations and liaise with Provincial Treasury, the Special Investigating Unit and the Directorate of Priority Crimes (Hawks). Prepare affidavits and evidence files and testify in civil and criminal cases. 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** : can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248

POST 16/42 : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: (OTP04/05/2021)**
(Re-Advertisement: those who previously applied are encouraged to apply)

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

REQUIREMENTS : National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate as recognised by SAQA in Financial Management / Financial Accounting / Auditing or any other related field. Minimum of 3 to 5 years' experience at an Assistant Director Level in relevant area. Knowledge of Legislation, regulations and policies that governs the Public Service / Knowledge & application of Public Finance Management Act / Investment and cash management / BAS System.

DUTIES : Manage bas system support in the department: Create and maintain segment detail structure for the purposes of Budget capturing and PERSAL integration. Coordinate the implementation and maintain workgroups and workflows to ensure segregation of duties. Coordinate the implementation and maintenance departmental chart of accounts (code structure). Maintain user account management i.e. security profile. Maintain a communication link between Logik - National Treasury and the department. Coordinate the provision of BAS training for departmental BAS users. Investigate issues experienced by users and consultation with Provincial and National Treasury where requested in order to rectify any challenge. Manage exception reports for efficient monthly BAS closure: Monitor BAS ledger accounts / Monitor bank and PERSAL exceptions. Manage cash flow and revenue management: Monitor preparation of weekly and monthly cash-flows / Monitor confirmation of Exchequer releases / Reconcile revenue for the purposes of financial year end / Verify BAS, LOGIS integration reconciliation. Provide exception reports for efficient monthly BAS closure: Monitor BAS ledger accounts. Monitor bank and PERSAL exceptions. Coordinate the closing of the month and financial year. Preparation of weekly and monthly financial reports. Coordinate the preparation of weekly and monthly cash-flows and revenue IYM. Monitor and confirmation of Exchequer releases. Reconcile revenue for the purposes of quarterly and financial year end. Verify BAS, LOGIS integration reconciliation and petty cash. Render guidance on month and year end procedures and advise on Financial Statements. Manage area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate.

ENQUIRIES : can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248

NOTE : The post is earmarked for a person with disability

POST 16/43 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: (OTP05/05/2021)**

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

REQUIREMENTS : A National Senior Certificate, NQF Level 7 (Degree or B-Tech) qualification certificate as recognised by SAQA in Knowledge Management / Public Administration. Minimum of three (03) year experience in the area of Knowledge Management, Records and Document Management in the Public sector. The following skills are required: Change Management, Knowledge Management Project Management, Information, Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Strategic planning processes, financial management skills. A valid driver's license is required.

DUTIES : Provide support in the management and the development of the implementation of the Knowledge Management Framework: Render support in the development and review of Provincial KM guidelines and monitor their implementation. Collaborate with provincial departments Service Delivery Improvement system to design the innovative solutions. Provide support to provincial Departments on the development and implementation of customised KM Strategies: Render support in the facilitation of capacity building programmes to KM Coordinators in departments on Knowledge Management. Render technical support in the development of

departmental KM Strategies and implementation plans. Monitor the implementation of KM in departments and support in the development of implementation improvement plans. Maintain the data-base of departmental Best Practices and promote replication in the provincial administration. Facilitate the creation and functionality of the KM community of practice. Provide assistance in the development and maintenance of the Provincial Knowledge Hub (PKH): Support the maintenance of the Provincial Knowledge Hub that has credible information. Assist in ensuring that the Knowledge Hub is fully functional and accessible. Administer document requests from stakeholders timeously. Render support to the building of government body of knowledge to promote organisational learning: Facilitate the systematic collection of government information across functions in the province to maximise the integration of information on the KM base. Provide support in the facilitation of the conversion of individual expert knowledge into organisational intellectual memory. Prescribe and align the KM practices to enable Provincial Departments to successfully achieve their goals through KM practices.

ENQUIRIES : can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248

POST 16/44 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: (OTP06/05/2021)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : A National Senior Certificate, an NQF 7 (Degree or B-Tech) qualification certificate in the Social Sciences or Public Administration as recognised by SAQA with the minimum of three years experienced in Intergovernmental Relations, Policy Development and Coordination of Programmes. Knowledge: Relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative Knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and Knowledge of Intergovernmental relations, planning cycles within government political dynamics and awareness, proficiency in Microsoft, good presentation & negotiating skills and report writing skills. A valid driver's license.

DUTIES : Coordinate the implementation of strategies and policies to manage Intergovernmental relations: Assisting in the facilitating the revisions and Implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assisting in facilitating the Implementation of intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assisting in coordination of meetings, agenda and other logistics in support of Premier's coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Services delivery. Coordinate and provide support to IGR structures: Assisting and facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in facilitating initiative to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national provincial departments and state entities in local IDPs through effective ward based planning integrated service Delivery Model (ISDM). Assist in the coordination and organisation of EXCO outreach Programme in the line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar band activities to ensure integrated planning between provincial departments, districts

		and all local municipalities. Manage area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
<u>NOTE</u>	:	The post is earmarked for a person with disability
<u>POST 16/45</u>	:	<u>ASSISTANT DIRECTOR: ASSET & FLEET MANAGEMENT REF NO: (OTP07/05/2021)</u> (Re-Advertisement: those who previously applied are encouraged to apply)
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, an NQF 7 (Degree or B-Tech) qualification certificate in Transport or Logistics Management or Public Administration or Financial Management as recognized by SAQA with minimum of 3-5 years' experience in Asset Management environment. Competencies: Knowledge of Supply Chain Management, Treasury practice and instruction notes, Treasury Regulations, Public Service Act, 1994, Preferential Procurement Policy Framework Act, Public Finance Management Act, 1999 and National Transport Policy. Sound written, oral communication. Good planning and organising skills. Computer Literacy. Ability to work under pressure and meet deadlines. A valid driver's license.
<u>DUTIES</u>	:	Manage the departmental assets: Manage departmental assets, Monitor asset verification to ensure accuracy, Manage and maintain the Fixed Asset Register, Conduct reconciliation of assets. Fleet management: Manage departmental fleet, Processing and maintenance of OTP pool vehicles, Manage reporting of incidents and accidents, manage the dispensation of subsidized vehicles, Facilitate the meetings of the transport committee effectively, maintain accurate financial reporting on assets and fleet. Manage area of responsibility: Render support to ensure the effective and efficient running and management of the Asset and Fleet component. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
<u>POST 16/46</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: OTP 08/05/2021</u> (Re-Advertisement: those who previously applied are encouraged to apply)
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate in Supply Chain Management / Purchasing / Logistics / Accounting / Commerce with 3 years' experience in Supply Chain Management environment. Knowledge of Supply Chain Management, Treasury practice and instruction notes, Treasury Regulations, Public Service Act, 1994, Preferential Procurement Policy Framework Act, Public Finance Management Act, 1999. Sound written, oral communication. Good planning and organising skills. Computer Literacy. Extensive knowledge of LOGIS and BAS. Ability to work under pressure and meet deadlines. A valid driver's license.
<u>DUTIES</u>	:	Manage the compilation and consolidation of demand and procurement planning of goods and services for the department. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plan. Ensure needs, market and expenditure analysis are conducted. Ensure development and implementation of Sourcing Strategies. Compilation of tender / quotation specifications: determine whether a specification for the relevant commodity exists; if not, oversee the collection and collation of information and the compilation of specifications/terms of reference. Provide advisory support to end-users when drafting specifications / terms of reference. Execution of bidding process. Provide secretariat services to

		bid specification committee. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
<u>POST 16/47</u>	:	<u>ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: OTP09/05/2021</u> (Re-Advertisement: those who previously applied are encouraged to apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Bhisho National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate as recognized by SAQA in Financial Accounting/ Financial Management/ Public Finance or any other related field, with minimum of 3 years' experience in Finance environment. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.)
<u>DUTIES</u>	:	Check and capture all salary inputs on salary system: Receive and check to ensure all required documents from HR department. Submit documents to Internal Control Unit for compliance checking. Capture the payment on Personal and Salaries System (PERSAL). Prepare BAS payments: Compile payment advice. Check and verify banking details before payment. Follow-up with SCM on creation of the entity to enable process of the payment. Submit payment to Creditors Payments & Reconciliation Sub Directorate. Ensure record keeping and filing of salary related documents: File salary related documents accurately after supplementary run. Store all files and up to date record keeping safely; in accordance to set policies and procedures. Clearing of salary related suspense accounts: Requests BAS reports on BAS system of suspense accounts (such as Medical Aid, UIF, Salary Deductions disallowances). Perform clearance on the BAS system that reflects non-outstanding amounts and submit to Senior State Accountant. Manage area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
<u>POST 16/48</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: OTP 10/05/2021</u> (Re-Advertisement: those who previously applied are encouraged to apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Bhisho National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate as recognized by SAQA in Financial Accounting/Financial Management/Public Finance or any other related field with a minimum of three years' experience in Financial Management or Financial accounting environment. Knowledge of legislation, regulations and policies that governs the Public Service, knowledge & application of Public Finance Management Act. Financial Accounting, Investment and cash management. Knowledge of BAS System.
<u>DUTIES</u>	:	To render Bas system support in the department: Assist in the creation of new segment detail structure for purposes of budget capturing and PERSAL integration. Assist in the maintenance of user account management i.e. Security profile. Assist as a communication link between national treasury and the department. Provide Bas training to users so as to provide better understanding of the system to users. Render support in auditing exception reports for efficient monthly BAS closure: Monitor BAS ledger accounts. Monitor bank and Persal exceptions. Prepare weekly and monthly financial reports: Preparation of weekly and monthly cash-flows in order to make sure that funds are available on the Departmental bank account; ensure that Departmental bank account is not over drawn. Confirm Exchequer releases, to ensure that cash requested by the

		Department from Cash management reconciles. Conduct revenue reconciliation for purposes of financial year end. Perform various activities that contribute to the preparation of banking instructions. Manage the allocated resources of the sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
<u>NOTE</u>	:	This post is earmarked for a person with disability
<u>POST 16/49</u>	:	<u>ASSISTANT DIRECTOR: CREDITORS PAYMENT & RECONCILIATION REF NO: OTP 11/05/2021</u> (Re-Advertisement: those who previously applied are encouraged to apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Bhisho National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate recognized by SAQA in Financial Accounting/Financial Management/Public Finance or any other related field with a minimum of three years' experience in Financial Management or Financial accounting environment. An understanding and application of Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars & Accounting Systems.
<u>DUTIES</u>	:	Facilitate processing of creditors payments within 30 days from the PFMA and Treasury Regulations: Pre-authorise creditor payments. Manage processing of payments. Monitor the manual registration of commitment orders. Follow up on invoices without orders and monitor ageing of orders. Ensure that paid batches are complete and submitted to bookkeeping and available against the register of payments. Facilitate monthly reconciliation of creditor's accounts: Request supplier statements, Request disbursements and perform reconciliation for individual suppliers, Ensure that accurate creditor's reconciliations are prepared on monthly basis, Process clearance of outstanding items on creditor reconciliation and attend to supplier queries. Prepare and submit monthly and quarterly reports before due date: Report on achievements or challenges, Prepare Creditor age analysis report, Prepare AFS/IFS Accrual report on quarterly basis, Prepare Annexure B & Annexure SA4 for submission to National Treasury, Manage monthly Payment Cycle Monitoring Tool Report. Manage the allocated resources of the sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
<u>POST 16/50</u>	:	<u>HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT & DEV. SYSTEM REF NO: (OTP12/05/2021)</u> (Re-Advertisement: those who previously applied are encouraged to apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Bhisho National Senior Certificate, NQF level 6 National Diploma/B-degree qualification certificate in Human Resource Management/Public Administration or relevant qualification, 2 years' experience in Performance Management environment. Knowledge of Persal is essential (PERSAL Introduction certificate). Must be computer literate.
<u>DUTIES</u>	:	Collection of PMDS documents and report on Departmental levels :Coordinate submission of Performance agreements, reviews and annual assessments, Capturing Performance Agreements and Assessments on PERSAL, Compile PMDS Data for statically purpose, Compile and Prepare PMDS reports and submit to Provincial HRD, Prepare the PMDS schedule plan. Organisation of committees for moderations: Coordination of Moderation committee meeting for all categories, Document management in terms of validity and quality assurance, Organise the function of moderation committees, Records minutes of moderation committees, Compile submission for approval, Administer the moderation system as part of information and records management. Organisation of performance incentives:

		Cost projections in line with the available budget of the departmental COE, Administer the process of pre-auditing of all incentives to all qualifying employees are implemented. Ensure that performance incentives to all qualifying employees are implemented. Ensure that all employees receive feedback letters on the outcomes of moderation. Organisation of PMDS documents for the department: PMDS related reports/documents are managed throughout the year for audit purpose. Ensure that proper filling system is in place.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
<u>POST 16/51</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: (OTP13/05/2021)</u> Sub-unit: Internal Control Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Bhisho National Senior Certificate, NQF level 6 National Diploma/B-degree qualification certificate in Commerce/Financial Management or Accounting or Auditing with minimum of 2 years' experience in Finance/Auditing/SCM. Knowledge: In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding of Financial Management best practices. Knowledge of the Financial Management Systems (PERSAL, BAS & LOGIS). Internal control procedures and systems. Modified cash basis and SCOA. Finance, HR and SCM prescripts.
<u>DUTIES</u>	:	Render assistance in the establishment and implementation of governance systems: Assist in the development / reviewal and implementation of departmental internal control policies, procedures and processes. Conduct pre-audit on procurement processes, orders and payment vouchers prior to processing to obviate fraud and errors. Assist in the implementation of effective financial management; internal control measures within the department: Perform pre-audit on the authenticity of payment vouchers. Analyse, review and correct internal controls. Safeguard assets including financial information. Check compliance and completeness of S&T claims processed. Check allocation codes on LOGIS after an order is generated. Check if all required documents are attached in the payments vouchers and S&T claims are accurate, valid and correct. Follow up on auditor general and internal audit recommendations: Assist in the development of system description and attend to audit queries. Assist in the development of the audit intervention or action plan based on Auditor General final management report by gathering POE. Keep and maintain file of all the reports from Auditor General and Internal Auditor recommendations with agreed action plans that are to be implemented. Perform administrative duties for the unit.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248
<u>POST 16/52</u>	:	<u>GENERAL ASSISTANTS/ CLEANERS REF NO: (OTP14/05/2021) (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R102 534 per annum (Level 02) Bhisho Abet or grade 8 or 9 (STD 6 or 7), Good communication skills, Ability to read and write, Understand Occupational Health and Safety Act, Experience in Cleaning offices and office arrangement will be an additional advantage, Ability to perform routine work tasks and operate cleaning machines. Relevant experience would be an advantage, Take proper care of the cleaning equipment and machinery used in work areas such as offices, floors walls, windows, furniture and equipment according to cleaning schedule/ work plan.
<u>DUTIES</u>	:	Clean floors and offices using vacuum cleaner and other necessary available equipment, Clean and dust furniture using necessary and available detergents, Able to operate cleaning machines and equipment, Empty office dust bins, Provide fresh water to the offices every morning, Assist in arranging tea when requested to do so, To keep the yard clean at all times, Report the defects to the Supervisor.
<u>ENQUIRIES</u>	:	can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248

POST 16/53 : **GENERAL ASSISTANTS/ CLEANERS REF NO: (OTP15/05/2021) (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)

CENTRE : Bhisho

REQUIREMENTS : Abet or grade 8 or 9 (STD 6 or 7), Good communication skills, Ability to read and write, Understand Occupational Health and Safety Act, Experience in Cleaning offices and office arrangement will be an additional advantage, Ability to perform routine work tasks and operate cleaning machines. Relevant experience would be an advantage, Take proper care of the cleaning equipment and machinery used in work areas such as offices, floors walls, windows, furniture and equipment according to cleaning schedule/ work plan.

DUTIES : Clean floors and offices using vacuum cleaner and other necessary available equipment, Clean and dust furniture using necessary and available detergents, Able to operate cleaning machines and equipment, Empty office dust bins, Provide fresh water to the offices every morning, Assist in arranging tea when requested to do so, To keep the yard clean at all times, Report the defects to the Supervisor.

ENQUIRIES : can be directed to: Mr. Nkosinathi Loli / Ms Nozuko Mafu/ Ms Nomthandazo Xesha @ 040 609 6182/6432/6248

NOTE : These two (2) posts are earmarked for people with disabilities

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, or Post to the Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605

FOR ATTENTION : Mr. M Njaba

CLOSING DATE : 21 May 2021

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 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 POSTS

POST 16/54 : **VEP SOCIAL WORK MANAGER: CONDITIONAL GRANT REF NO: DSD 01/04/2021 (X2 POSTS)**
12 Months Contract

SALARY : R794 889 per annum

CENTRE : Head Office

REQUIREMENTS : Grade 12/ Matric plus B Degree in Social Work. A minimum of ten years appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP. Updated proof of registration/ renewal. Competencies: Management and administration skills, Conflict Management, Change Management and negotiation skills. Problem Solving skills, Project Monitoring and

evaluation skills (Project Management), Operations Management, Financial management skills, report-writing and presentation skills, computer literacy. Implementation of Pillar 1(Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children through facilitation of implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person/citizen of this country can provide support to victims of crime and make our communities safer and caring and raise awareness education for the communities, provide support for strengthening of integrated prevention programmes on VEP in all Districts. Render a support function to all the Districts on prevention programmes, Audit training needs, develop training and development initiative within District, Fast track operations to promote District service delivery, Receive and consolidate reports from the two organisations responsible for management of Everyday Heroes Ambassadors in Districts, Monitor evaluate District operations in relations to 365 days action campaign.

DUTIES : Coordinate Pillar 1 of the POA, Coordinate implementation of Everyday Heroes Brand and management of two appointed organisations ensuring that implementation of key policies and programmes as well as alignment with National and Provincial directives are observed. Ensure implementation of Batho Pele at all the Districts and areas, Monitoring and Evaluation systems within Districts, areas and service offices. Manage the development of partnerships with civil society and the private sector.

ENQUIRIES : can be directed to Ms ANjaba at Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110

POST 16/55 : **ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME: SOCIAL SECTOR COORDINATION REF NO: DSD 02/04/2021**
(12 Months Contract)

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office

REQUIREMENTS : Grade12/Senior Certificate plus an appropriate tertiary qualification at NQF 6 in Social Sciences/Public Administration /Management or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least five years' relevant experience in Expanded Public Works Programme). A Valid South African Driver's license.Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

DUTIES : Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure EPWP programmes and projects are mainstreamed in department programmes. Ensure public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral plans. Establish sectoral committees and ensure they are functional. Collect and collate reports from sectoral committees. Contribute towards the realisation of EPWP targets and public bodies report utilising the EPWP reporting tools.

ENQUIRIES : can be directed to Ms ANjaba at Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110

POST 16/56 : **ADMIN CLERK: EPWP REF NO: DSD 03/04/2021**
(12 Months Contract)

SALARY : R173 703 per annum (Level 05)

CENTRE : Head Office

REQUIREMENTS : Senior Certificate/ equivalent with 0-2 years' relevant experience in administration. Computer literacy. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public

DUTIES

Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
: Render general clerical support services. Provide supply chain clerical support services within the EPWP Office. Provide personnel administration clerical support services within the EPWP Office. Provide financial administration support services in the EPWP Office.

ENQUIRIES

: can be directed to Ms ANjaba at Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110