

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

The Department of Education 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** : Post to: The Director: Human Resources Administration Services, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605 Provincial Treasury, Private Bag X0029, Bisho, 5605. Hand Delivery: Hand deliver to: Human Resources Administration, Department of Education, Steve Vukile Complex, Zone 6 Zwelitsha, 3rd Floor
- CLOSING DATE** : 16 August 2021 at 12H00
- 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 and copies of qualifications. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. Persons with disabilities are encouraged to apply. NB: Forward applications to the relevant centre and all applications should be accompanied by the new Z83 form which can be downloaded from the DPSA website. Should an individual wish to apply for a post on or after 01 January 2021, she| he will be required to submit the new application for employment form which can be downloaded on www.dpsa.gov.za – vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83) it will be not considered.

OTHER POST

- POST 26/137** : **PROJECT OFFICER REF NO: ECDOE PO/07/2021**
Contract (Period: 1 October 2021 to 31 March 2022)
Programme: HIV/AIDS Life Skills Conditional Grant

- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Provincial Office – Zwelitsha
- REQUIREMENTS** : Qualification And Experience: National Senior Certificate, NQF 7 qualification in Project Management/or related field and at least 3 year's relevant experience in Project Management field. Knowledge And Skills: The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and level headed under pressure; willingness

to work irregular hours when required. Applicants must be in possession of a valid driver's license.

- DUTIES** : Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plan organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and proposes remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.
- ENQUIRIES** : Ms NP Sipahlanga Tel No: 040 608 4245

OFFICE OF THE PREMIER

- 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 Applicants: Applications Received After Closing Date Will Not Be Considered. No Faxed Applications Will Be Accepted, No Hand Delivered Applications Will Be Allowed Due To Covid 19.

- CLOSING DATE** : 16 August 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 copies of all qualification(s), (Matric certificate must also be attached) ID-document and Driver's license [where applicable]. Furthermore, such copies need not be certified when applying for a post. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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 26/138** : **WATER SUPPLY & SANITATION SPECIALIST REF NO: OTP 01/07/2020**
(One (1) Year Contract)
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14)
- REQUIREMENTS** : National Senior Certificate, Bachelor's degree (NQF Level 7) in Water Sector / Science / Environmental / Environmental Science / Engineering environment. At least five (5) years of experience at senior management level. Eight (8) to ten (10) years of experience. Understanding of integrated water resource

management. Knowledge of National Water Act (NWA), National Environmental Management Act (NEMA), BBBEE Act, Disaster Management Act. Knowledge of systems used to manage Water resources. KEY Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Client Orientation and customer focus. Knowledge of Public Service Regulations, South Africa Constitution, Monitoring and reporting, Skills: Report writing, Communication, Interpersonal relations, Planning & organizing, Presentation, Problem solving, Computer and Decision making skills. A valid driver's licence, Code EB.

- DUTIES** :
- Develop and administer a framework of effective allocation of water use; Authorization of water use abstraction and in stream use including Dam safety, the provision of business planning. Ensure inter departmental inputs, technical and system coordination e.g. DMR, DEA. Monitor and Lead in the water supply and sanitation sector and development. The programs and projects of the IGCP/provincial priorities. Interact with relevant provincial government departments and municipalities to confirm their understanding of the tools and monitoring approach. Collating identified projects information from Municipalities, Ensuring compliance to project objectives provide progress reports, Opening and closing reports of projects, Plan and attend Monthly projects , Conduct Site visits , project monitoring and Preparation of projects budget. Facilitate the signing of Implementing agency agreements for major capital projects, Resolving of projects related queries, Manage all aspects of major infrastructure projects (multi and multidisciplinary projects Visit all relevant sites to confirm service delivery, making use of the verification tool; and where possible engage with beneficiaries and/or relevant stakeholders. Engage with the directors of departments at regional level as part of verification and gathering details. Be the face of OTP at District Level. Interface with District Municipal Managers. Hold coordination meetings at District Municipal Offices to ensure participation of government departments. Compile monthly reports, and where necessary, video and photographic material to be gathered
- ENQUIRIES** :
- Ms Nozuko Mafu at Tel No: 082 562 2347

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

The Department of Rural Development & Agrarian Reform 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** :
- Post to: The Director: Corporate Services Admin, Department of Rural Development and Agrarian Reform, Private Bag X0040, Bhisho, 5605 Hand deliver to: Dukumbana Building (11th floor), Independence Avenue, Bhisho. Persons with disabilities are encouraged to apply.

CLOSING DATE :

- 16 August 2021 at 15h30

- 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 and copies of qualifications. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process.

Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. NB: Forward applications to the relevant centre and all applications should be accompanied by the new Z83 form which can be downloaded from the DPSA website. Should an individual wish to apply for a post on or after 01 January 2021, she/ he will be required to submit the new application for employment form which can be downloaded on www.dpsa.gov.za – vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83) it will be not considered.

MANAGEMENT ECHELON

POST 26/139 : **CHIEF DIRECTOR: ENTREPRENEURIAL DEVELOPMENT REF NO: DRDAR 01/07/2021**

SALARY : R1 251 183 per annum (Level 14), (All-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, A bachelor's degree in Agricultural Economics / Economics / Business Studies or related disciplines at NQF level 7 as recognised by SAQA A master's degree in Agricultural Economics/ Economics / Business Studies will be an added advantage At least five (5) years' experience at Senior Management Level in an agricultural environment The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for Entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/> A valid driver's license. Knowledge And Skills: Extensive knowledge of the agriculture sector and how it contributes to economic development Strong business acumen Good leadership, planning, organising, coordinating and management skills Good writing ten and verbal communication skills Experience in strategic planning, financial, human capital and project management Ability to forge and promote business partnerships Knowledge of Public Service Regulatory Framework and policies Strategic Management, Leadership, People Management and Empowerment skills Programme and Project Management Financial Management Change Management Knowledge Management Service Delivery Innovation Problem Solving and Analysis Client Orientation and Customer Focus Good Communication Skills.

DUTIES : Support development of sustainable agricultural related entrepreneurial activities within the Eastern Cape Province Facilitate the creation of a conducive environment for progressive entrepreneurial development to take place Facilitate development of strategic interventions for creation of entrepreneurial opportunities Facilitate provision of economics, marketing and statistical services in relation to entrepreneurial development Facilitate promotion of agri-business and public private partnerships Liaise with commercial and developing farmers to promote business and product processing Facilitate provision of project management and resource planning.

ENQUIRES : MS.S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/140 : **CHIEF DIRECTOR: STRATEGY AND PLANNING REF NO: DRDAR 02/07/2021**

SALARY : R1 251 183 per annum (Level 14), (All-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, A bachelor's degree in Public Administration / Management Sciences as recognised by SAQA Five 5 years' relevant experience in the area of Strategic Planning at Senior Management Level Proficiency in the application of the MS Office Package (Word, Power Point and Excel) Project Management Methodologies (Prince 2 or others) The

recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/> A valid driver's license Knowledge And Skills: A good understanding of the National Development Plan (2030), MTSF Priorities, PGDP Goals and other priorities of government Extensive knowledge of strategy, planning, performance monitoring and evaluation, research and data collection, and reporting in the public sector Good leadership, planning, organising, coordinating and management skills Advanced writing, verbal communication and presentation skills Extensive understanding of the legislative and policy framework of government Broad experience in stakeholder engagement.

DUTIES : Strategically manage the development and application of the departmental strategy, annual performance planning and work planning policies, regime and instruments Facilitate the development, adoption and publishing of the departmental Strategic Plan Direct the development and maintenance of the departmental planning agenda Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments Monitor and evaluate the performance of department programmes and report thereon Provide technical support to departmental programmes with the development of Annual Performance and Operational Work Plans Coordinate research and data collection initiatives in support of departmental strategic / other planning processes Manage and coordinate stakeholder input processes into the departmental planning regime Strategically direct the development and maintenance of the departmental performance, monitoring, evaluation and reporting regime / protocols / instruments Manage the development of strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders.

ENQUIRIES : MS.S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/141 : **DIRECTOR: AGRICULTURAL ECONOMIC SERVICES REF NO: DRDAR 03/07/2021**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, A bachelor's degree in Economics / Business Management at NQF level 7 as recognised by SAQA An Honours / post graduate degree will be an added advantage At least five years' experience at Managerial / Middle Management level The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/> A valid driver's license. Knowledge And Skills: Good understanding and knowledge of the agriculture sector and how it contributes to economic development Extensive knowledge of Agricultural Economics, Marketing and Development Experience in Production Economics and Applied Marketing Good business acumen Good leadership, planning, organising, coordinating and management skills Good writing, verbal communication and presentation skills.

DUTIES : Support the development of sustainable agricultural related entrepreneurial activities within the Eastern Cape Province Facilitate strategic interventions to develop and create entrepreneurial opportunities. Facilitate the promotion of agri-business and public private partnerships Effective administration and human resource execution.

ENQUIRIES : Ms.S. Nkokweni Tel No: (040) 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

<u>POST 26/142</u>	:	<u>DISTRICT DIRECTOR (X3 POSTS)</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive remuneration)
<u>CENTRE</u>	:	Alfred Nzo District Ref No: DRDAR 04/07/2021 Chris Hani District Ref No: DRDAR 05/07/2021 Joe Gqabi District Ref No: DRDAR 06/07/2021
<u>REQUIREMENTS</u>	:	National Senior Certificate, A bachelor's degree at NQF level 7 in Agriculture / Rural Development or related qualification At least five years' experience at Managerial / Middle Management level in the relevant field. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/ A valid driver's license. Knowledge And Skills: Extensive knowledge of the agriculture and rural development sector A good understanding of the farming systems dominant in the Province Proven experience in financial, human capital and project management Ability to represent the Department at all district IGR forums Full understanding of PFMA, Treasury Regulations and Public Service Regulatory Framework Proven strategic and analytical thinking Good communication writing, verbal and presentation Good Leadership, management, programme and project management, problem solving and people management skills.
<u>DUTIES</u>	:	Formulate plans that will enable the District to successfully fulfil its service delivery mandate in relation to agriculture and rural development with particular reference to food security, farmer settlement and support, infrastructure development, extension services, crop production, livestock development and agricultural training Develop and implement systems and processes that will ensure departmental goals are achieved in an effective and efficient manner including the redirecting of resources where and when necessary Provide overall leadership and management in the District Ensure the implementation of Departmental priorities within the set Service Delivery Plan.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/143</u>	:	<u>DIRECTOR: FOOD SECURITY REF NO: DRDAR 07/07/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive remuneration)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, A bachelor's degree at NQF level 7 in Agriculture or related qualification At least five years' experience at Managerial / Middle Management level in the relevant field The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/ A valid driver's license. Knowledge And Skills: A good understanding of the Integrated Food Security Strategy of South Africa A good understanding of the challenges relating to food security in the country and the province in particular Ability to interact with stakeholders at various levels Strategic leadership abilities Creative and analytical thinking as well as problem-solving abilities Excellent communication and presentation skills Ability to do proper research and analyse research data Knowledge of PFMA, Labour Relations Act and Basic Conditions of Employment Act.
<u>DUTIES</u>	:	Coordinate the implementation of Food Security programmes in the Province Develop and implement subsistence and commercial food security interventions Empower citizens to gain access to sufficient, safe and nutritious food. Actively participate in stakeholder dialogue.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.

POST 26/144 : **DIRECTOR: STRATEGIC PLANNING REF NO: DRDAR 08/07/2021**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, A bachelor's degree at NQF level 7 in Agriculture or related qualification At least five years' experience at Managerial / Middle Management level in the relevant field. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/> A valid driver's license. Knowledge And Skills: In depth knowledge of strategic planning, the development of measurable performance indicators, performance monitoring and reporting Advanced writing, verbal and presentation skills communication writing Extensive knowledge Strategic Management and Leadership, People Management and Empowerment Programme and Project Management Financial Management, Change Management must possess process competencies Knowledge Management Service Delivery Innovation Problem Solving and Analysis Client Orientation and Customer Focus Communication.

DUTIES : Develop the Five Year Strategic Plan which is aligned to the PDP and NDP vision 2030 Interpret Executive Authority priorities and strategic direction on commercialisation of the agriculture and rural development sector Develop a Results-Chain Model of planning in the Department Facilitate strategic and performance planning sessions of the Department Co-ordinate the development of departmental strategic and operational plans with a view to an integrated approach to and linking of priorities and budgetary requirements to outputs and outcomes Ensure external alignment of departmental strategic and operational planning Facilitate the implementation of strategic and operational plans Identify gaps and conduct research to strengthen the departmental strategic planning processes Manage the monitoring and evaluation of strategy implementation Develop and maintain a monitoring and evaluation framework Develop and maintain systems to ensure the timeous submission of quality progress reports across all the spheres of the department Provide support to the all components in setting-up policy implementation, monitoring & evaluation and reporting systems Provide technical support across the Department Develop and implement monitoring and evaluation principles and practices Conduct Evaluation of service delivery focusing on outcomes and impacts Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRES : Ms.S. Nkokweni Tel No: 040 602 5062

NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/145 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 09/07/2021**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, A bachelor's degree at NQF level 7 in Financial Management / Supply Chain Management / Logistics / Public Administration At least five years' experience at Managerial / Middle Management level in the relevant field The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/> A valid driver's license. Knowledge And Skills: Understanding of the PFMA, SCM Regulatory Framework and all prescripts governing procurement in the Public Service Strategic Management and Leadership skills Business process competencies People Management and Empowerment Programme and Project Management Financial Management Change Management Knowledge

		Management Service Delivery Innovation Problem Solving and Analysis Client Orientation and Customer Focus Communication.
<u>DUTIES</u>	:	Develop, implement and ensure Supply Chain Management processes in the Department Develop a proper SCM internal control system Ensure that spending on goods and services are in line with the Demand Management Plan Develop and maintain manuals in SCM policies and procedures Source goods and services within a fair, equitable, transparent, competitive and cost-effective system Set performance standards with respect to service delivery and departmental clients Liaise and interact with all business units in the Department and external stakeholders involved in procurement Coordinate, compile and manage the submission of reports Manage financial and human resources in the directorate.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/146</u>	:	<u>DIRECTOR: CONTRACT MANAGEMENT REF NO: DRDAR: 10/07/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive remuneration)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, A bachelor's degree at NQF level 7 in Law / Supply Chain Management / Financial Management / Public Management At least five years' experience at Managerial / Middle Management level in the relevant field The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/ A valid driver's license. knowledge and skills: National Senior Certificate, Good project management, operational and financial management skills Good understanding of the PFMA, Treasury Regulations, Law of Contracts and Supply Chain Management Excellent analytical, numeric, communication and report writing skills Ability to handle multiple and complex tasks and projects Good computer skills especially in Microsoft MS Excel, MS Project and PowerPoint People Management skills with the ability to deal with stakeholders at all levels.
<u>DUTIES</u>	:	Implement, manage and assess Contract and Vendor Management processes in the Department in terms of legal and procedural requirements Management of leases Design SLAs, MOAs and MOUs Management of Supply Chain Management compliance Preparation of inputs to quarterly and annual financial statements Advise management on SCM practices and compliance.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/147</u>	:	<u>DIRECTOR: ENGINEERING SERVICES REF NO: DRDAR: 11/07/2021</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), (All-inclusive remuneration)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, A bachelor's or equivalent qualification at NQF level 7 as recognized by SAQA in Civil Engineering / Agricultural Engineering Registration as professional engineer at Engineering Council of South Africa (ECSA) At least 5 years relevant post qualification experience at middle management / MMS level coupled with 5 years relevant post registration (ECSA) experience The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/ A valid driver's license. Knowledge And Skills: A good understanding of the relevant regulatory framework Advanced Programme & Project Management skills Broad knowledge of Engineering legal & operational compliance Engineering operational communication Process knowledge & skills Maintenance skills &

knowledge Mobile equipment operating skills Engineering design & analysis knowledge Computer-aided engineering applications Technical engineering consulting experience Engineering & professional judgment Computer skills Competencies: Proven leadership, strategic management, financial management and people management skills Excellent administrative, coordination and organizational skills Good communication (written and verbal), report writing, organizational and presentation skills.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory Ensure the operational effectiveness of Engineering Services Governance Allocate, monitor and control resources Risk Management Manage and implement knowledge sharing initiatives Financial and human resource management Coordinate design efforts and integration process across disciplines and ensure seamless integration with current technology Manage the execution of the maintenance strategy through the provision of appropriate structures, systems and resources for the attainment of organizational objectives. The management of funds to meet the MTEF objectives within the engineering environment / services.

ENQUIRES : Ms.S. Nkokweni Tel No: 040 602 5062

NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/148 : **DIRECTOR: LAND USE PLANNING REF NO: DRDAR: 12/07/2021**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive remuneration)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, A bachelor's degree in Agriculture, Rural Development or similar qualification at NQF level 7 as recognised by SAQA At least five years' experience at Managerial / Middle Management level in the relevant field A valid driver's license Candidates shall be subjected to competency assessment SMS competency assessment is a requirement Pre-entry Certificate in the Public Service Senior Management Leadership Programme for appointment at SMS level is prerequisite The course is available by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Knowledge and Skills: Sound knowledge of land administration and land reform issues are critical Good leadership and strategic thinking skills Good communication skills Sensitivity towards community needs geared towards service delivery imperatives Human resource and financial management skills Sound knowledge of policy and legislation relating to the Public Service as well as Land Administration issues are required.

DUTIES : Responsible for providing strategic direction to the Department with regard to land management issues Execute advisory commitments Formulate strategic policies that will enable the Department / Provincial Administration to successfully fulfil its role in delivering a service to communities / clients Determine the most effective work procedures and methods to achieve organisational goals Compile budget and manage personnel activities and resources within budgetary constraints Represent the Department at high-level committees Budget and financial data analyses .

ENQUIRES : Ms.S. Nkokweni Tel No: 040 602 5062

NOTE : Females and persons with disabilities who meet the requirements will be given preference.

OTHER POSTS

POST 26/149 : **CHIEF ENGINEER GRADE A (X2 POSTS)**

SALARY : R1 042 827 per annum, (All-inclusive remuneration)

CENTRE : Alfred Nzo District Ref No: DRDAR 13/07/2021
O.R. Tambo District Ref No: DRDAR 14/07/2021

REQUIREMENTS : National Senior Certificate, National Senior Certificate, a four year degree in Agricultural Engineering / Civil Engineering / B Engineering / BSc Engineering / NQF Level 7 relevant qualification Six years working experience as a registered Professional Engineer Six (6) years post registration experience required as a registered Professional Engineer Compulsory and active registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer Ability and exposure in working with project management Good verbal and written communication skills required in order to liaise, coordinate, plan and organize work and environment Ability to work

		independently Valid driver's licence Candidates will be subjected to a competency assessment Programme and Project Management knowledge Engineering Design and analysis knowledge Computer added engineering application engineering legal and operational compliance In-depth knowledge of applicable legislation and prescripts Strategic capability and leadership Problem solving and analysis Planning and organising Financial Management In depth knowledge of applicable legislation and prescripts, government programmes, policies and procedure Research Report writing Negotiating, networking and facilitation skills Computer and presentation skills (Word, Excel, Power-point, and Engineering drawing software).
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory Co-ordination of design efforts and integration across disciplines to ensure seamless integration with current technology Pioneering of new engineering services and management methods Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources Allocate, control, monitor and report on all resources Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment / services Manage the allocated resources of the sub-directorate Ensure sound employment relations Quality Control of work delivered by sub-ordinates Manage the key performance areas of subordinates by setting and monitoring performance standards and taking actions to correct deviations.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/150</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE REF NO: DRDAR 15/07/2021</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Dohne)
<u>REQUIREMENTS</u>	:	National Senior Certificate, An appropriate NQF 7 qualification n appropriate Masters qualification will be an added advantage Must have at least five years' appropriate experience in Agriculture infrastructure and research with a good understanding of managing a farm A valid driver's license General Management capabilities are key for this position as the incumbent is expected to develop budgets and manage expenditure within the framework of the PFMA.
<u>DUTIES</u>	:	Oversee farm management and all operations Preparation of technical reports Control of selection for research satellite stations. Provide technical support to all research activities Liaise with information dissemination unit in preparing farmer user-friendly information.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/151</u>	:	<u>DEPUTY DIRECTOR: EXTENSION ADVISORY SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive remuneration)
<u>CENTRE</u>	:	Head Office Ref No: DRDAR 19/07/2021 Amathole District Ref No: DRDAR 20/07/2021
<u>REQUIREMENTS</u>	:	National Senior Certificate An appropriate qualification at NQF level 8 in Agriculture At least three years must be at an Assistant Director / Control Agricultural Development Technician level with specific focus on Extension Services A scientific inclination Managerial experience and efficiency A valid drivers' license Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Co-ordinate stakeholder activities pertaining to Agriculture Supervision of Controllers and Scientists Day-to-day administration Budgeting and expenditure control. See to the overall management of agricultural activities in the area in an integrated manner with stakeholders.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.

POST 26/152 : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: DRDAR: 21/07/2021**

SALARY : R869 007 per annum (Level 12), (All-inclusive remuneration)
CENTRE : Head Office (Ratu)
REQUIREMENTS : National Senior Certificate An appropriate qualification at NQF level 7 as recognised by SAQA in Developmental Studies / Appropriate Technologies / Science / Scientific Research with at least three years' relevant experience at Assistant Director in this environment A valid driving license is essential Candidates will be subjected to a competency assessment Strategic Leadership abilities Basic and Applied Research Skills Creative and analytical thinking Decisive and problem solving abilities Judgment & excellent verbal and written communication skills Organizing and planning skills Knowledge of administrative procedures in the Public Service. Project management / Research/ appropriate Technologies Research, and information and knowledge management experience.

DUTIES : To enhance research intelligence and capacity Undertake applied research in appropriate technologies and ensure that research is undertaken Manage and monitor the implementation of the knowledge management strategy and plan creating a knowledge framework and a strategy plan Identify, develop and articulate knowledge and information management systems that will assess value to the organization and enable collaborative operation within the organization Promote the role of appropriate Technologies in innovation led development: Develop and submit project proposals for funding to ensure continuous development Perform presentations at various stakeholder forums on technology options to develop and maintain a comprehensive funding database Create awareness amongst various forums Analyse government policies and strategies and identify opportunities for appropriate technologies: Reports on analysis of socio-economic reports and other strategic documents Document information on intervention areas as identified by RATU to develop socio-economic reports Develop and update a database aligned with community needs and available technology Build and manage strategic partnerships for research and development: Maintain strategic and research partnerships with all the relevant institutions to develop and maintain a comprehensive database on strategic partners Develop and sign MoU's with various strategic and research partners to ensure MoU's are in place Participate in various partnership projects and forums to participate and operate within a wide network of strategic partners and forums Oversee project management and knowledge management: Monitor and evaluate progress of various projects to ensure monitoring, tracking and proper management Monitor and evaluate knowledge management processes Participate in project steering committee meetings Conduct site visits on a quarterly basis. Develop and mainstream policy proposals by learning from demonstration projects and lessons learnt: Develop proposals for funding and implementation of projects to secure funding for projects planned Develop project reports to monitor and track progress on various initiatives within the unit Prepare and submit monthly and quarterly reports on Unit's output to prepare and ensure compliance with allocated budgets Document information on lessons learnt in project close-out reports Develop, implement, evaluate and adjust plans to achieve the desired objectives while ensuring the optimum use of allocated resources A valid drivers' license.

ENQUIRIES : Ms.S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/153 : **DEPUTY DIRECTOR: COORDINATION (X4 POSTS)**

SALARY : R869 007 per annum (Level 12), (All-inclusive remuneration)
CENTRE : Tambo (Mhlontlo) Ref No: DRDAR 22/07/2021
Chris Hani (Inxuba Yethemba) Ref No: DRDAR 23/07/2021
Sarah Baartman District - Blue Crane Route / Nelson Mandela Metro and Sundays River Ref No: DRDAR 24/07/2021
REQUIREMENTS : National Senior Certificate An appropriate qualification at NQF level 7 as recognised by SAQA in Agriculture / Rural Development of which three years must be at an Assistant Director / Control Agric. Development Technician level A valid drivers' license Candidate will be subjected to a competency assessment Provisioning of overall management in the local municipality in

		relation to agriculture and rural development Ability to participate at local municipality Inter-Governmental Relations Forums Understanding of financial management Good organising and facilitation skills Verbal and written communication skills Good interpersonal skills.
<u>DUTIES</u>	:	Co-ordinate agricultural and rural development activities within local municipality Co-ordination, facilitation, alignment and integrated development programmes in the local municipality through IDP Co-ordinate stakeholder engagement Oversee overall implementation of agriculture and rural development programmes within the local municipality Ensure effective and efficient mobilisation and utilisation of resources.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/154</u>	:	<u>DEPUTY DIRECTOR: VETERINARY SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R869 007.per annum (Level 12), (All-inclusive remuneration)
<u>CENTRE</u>	:	Joe Gqabi Ref No: DRDAR 24/07/2021
		Amathole District Ref No: DRDAR 25/07/2021
<u>REQUIREMENTS</u>	:	National Senior Certificate, Knowledge of the Animal Diseases Act No 35 of 1984, Meat Safety Act No 40 of 2000, Veterinary and Para-Veterinary Professions' Act No 19 of 1982, Animal Protection Act No 71 of 1962, Animal Identification Act No 6 of 2002, Public Finance Management Act No 1 of 1999, Basic Conditions of Employment Act No 75 of 1997 and Labour Relations Act No 66 of 1995. The candidate must be computer literate, and must possess dynamic communication, negotiation and interpersonal skills.
<u>DUTIES</u>	:	Enforce compliance with Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000 Facilitate implementation of Animal Disease Surveillance and Control Responsible for implementation of primary animal health care programme and mentoring of State Veterinarians on compulsory community service Play a leading role on animal identification and livestock improvement Handle administrative functions emanating from these activities including HR and financial management Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness Resolve problems of motivation and control 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 Management of assets and regulatory requirements Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology Ensure quality assurance of technical designs with specifications and authorise / make recommendations for approval by the relevant authority Manage administrative and related functions Research and development.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/155</u>	:	<u>DEPUTY DIRECTOR: ENTREPRENUERIAL DEVELOPMENT REF NO: DRDAR 26/07/2021</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive remuneration)
<u>CENTRE</u>	:	O.R. Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate An appropriate 4-year BSc Degree in Agriculture having majored in Agricultural Economics / Development Economics / Marketing A minimum of five years general management experience of which three years should be in Agriculture / Development Economics A drivers' license Extensive knowledge of Agricultural Economics, Marketing and Development Experience in Production Economics and Applied Marketing.
<u>DUTIES</u>	:	Provide economic, marketing and statistical services in the District Conduct, implement and promote agricultural economic activities Facilitate the economic viability of agricultural markets Collect, collate and analyse statistics Render advisory services to farmers and promote economic viable pilot projects.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062

<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/156</u>	:	<u>DEPUTY DIRECTOR: RESOURCE PLANNING REF NO: DRDAR 27/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 007 per annum (Level 12), (All-inclusive remuneration)
	:	Amathole District
	:	National Senior Certificate An appropriate qualification at NQF level 7 in Agriculture At least five years' relevant experience of which three years must be at Assistant Director level A valid driver's license is essential Candidates will be subjected to a competency assessment Extensive knowledge of Agricultural Resource Planning Management & Conservation Experience in Agronomy, Pastures, Soil, Survey and Land-use Planning Good interpersonal and communication skills Ability to perform at both strategic and operational level Computer literacy.
<u>DUTIES</u>	:	Provide scientific guidance to Scientists and Technicians in a multiple disciplinary team Responsible for the professional management of agricultural land use planning, agricultural land-use management Resource planning, management, conservation and GIS Financial planning, budget management and personnel management.
<u>ENQUIRIES NOTE</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/157</u>	:	<u>DEPUTY DIRECTOR: PIMS REF NO: DRDAR 28/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 007 per annum (Level 12), (All-inclusive remuneration)
	:	Head Office
	:	National Senior Certificate, an appropriate qualification at NQF level 7 as recognised by SAQA in Project Management / Agricultural Engineering / Construction Project Management with at least 5 years' experience in infrastructure Project Management A valid driver's license Registration as a Project Management Professional is an added advantage Candidates will be subjected to a competency assessment Project Management Ability to interact at strategic and operational level Sound knowledge of government prescripts relevant to Infrastructure Delivery Knowledge of and ability to implement Project Management Body of Knowledge (PMBOK) areas Knowledge of Agricultural Infrastructure related Compliance and legislation and regulations including listed activities for the EIA Knowledge of Public Service Regulatory Framework Ability to work in a pressurised environmental and develop high performance teams Ability to communicate with internal and external stakeholders Good Presentation skills Innovation and versatility Flexibility Adaptable and emotionally intelligence Conflict resolution skills.
<u>DUTIES</u>	:	Lead and facilitate the Develop Project Management and Implementation plans including project charter and Business Plans Ensure adequate Capital Project Budgeting and Development of Project Cash flow Projections and Management thereof Identify all key stakeholders and develops a strategy to work with all stakeholders Management of Projects in accordance to organisational standards and ensure benefits realisation Develop and Maintain Project database with financial and non-financial data and ensure credibility thereof Participate on Provincial Infrastructure Forums Ensure adherence to all relevant policies, procedures and relevant legislation Ensure adherence to all relevant policies, procedures and relevant legislation Provide inputs on project plans and budget to other directorates like finance, assets, strategy Coordination, analysis and consolidation of Annual Performance Plan, Operation Plan and Policy Speech inputs for the PIMS Directorate in collaboration with the districts Ensure quality assurance of technical designs with specifications and authorise/ make recommendations for approval by the relevant authority Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology Handle administrative functions emanating from these activities including HR and financial management Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that teams / sections produce excellent work in terms of quality and quantity as well as timeliness

		Management of assets and regulatory requirements Manage administrative and related functions Research and development.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/158</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT - OFFICE OF THE DEPUTY DIRECTOR-GENERAL ADMINISTRATION REF NO: DRDAR 16/07/2021</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive remuneration)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Senior Certificate An appropriate qualification at NQF level 6 as recognised by SAQA in Public Management / Business Management At least five (5) years relevant experience of which three (3) years must be at an Assistant Director level A valid driver's license Candidates will be subjected to a competency assessment Good planning, organizing, coordinating and administrative skills Ability to engage with both internal and external stakeholders Knowledge of Public Service Regulatory Framework and Policies Continuous improvement, problem solving and decision-making, client orientation and customer focus, communication and information management.
<u>DUTIES</u>	:	Interaction with internal and external stakeholders Receive, sort and analyse the incoming and outgoing correspondence in the office of the DDG: Administration Ensure proper record management in the office of the DDG: Administration Handle all complaints referred to the office of the DDG: Administration Collect and consolidate responses to all legislature committees, Treasury and other Provincial and National departments as well as all other entities that do business with the department Monitor and update departmental calendar to ensure that reporting deadlines are met Facilitate linkage between the office of the HoD and the office of the DDG: Administration Manage human, financial and material resources attached to the office of the DDG: Administration.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/159</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DRDAR 17/07/2021</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive remuneration)
<u>CENTRE</u>	:	Sarah Baartman District
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Senior Certificate A relevant tertiary qualification in Financial Management at NQF level 7 as recognised by SAQA At least three years relevant experience in Financial Accounting at an Assistant Director Level A valid driver's licence Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA) Good understanding of the BAS system as well as the interface between the bank and the BAS Computer skills Effective communication skills, both written and verbal Problem solving skills A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations) Ability to work under pressure and to meet deadlines.
<u>DUTIES:</u>	:	Manage the financial revenue, expenditure management and accounting sub directorate Monitor the policy and legislative framework to ensure that cognizance is taken of new developments Develop and maintain policies and processes Monitor revenue collected and expenditure incurred and submit reports and plans as required Monitor compliance with financial prescripts Provide advice and guidance to role-players on revenue and expenditure procedures Undertake revenue, expenditure management and accounting work as required Revenue management Ensure that cashier, banking, debt management, monitoring and reporting services are rendered Expenditure management Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed Accounting - Provide financial administration and accounting services (legers/journals, accounting and reporting, interim and annual financial statements) Manage the sub-directorate revenue, expenditure management and accounting Maintenance of discipline Management of performance and development Undertake Human Resource and other related

administrative function Establish implement and maintain efficient and effective communication arrangements Develop and manage the operational plan of the sub-directorate and report on progress as required Develop implement and maintain processes to ensure proper control of work Compile and submit all required administrative reports Serve on transverse task teams as required Procurement and asset management for the sub directorate Planning and allocate work Quality control of work delivered by employees Functional technical advice and guidance.

ENQUIRIES : Ms.S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/160 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR 18/07/2021**

SALARY : R733 257 per annum (Level 11), (All-inclusive remuneration)
CENTRE : O.R. Tambo District
REQUIREMENTS : National Senior Certificate An appropriate qualification at NQF level 7 as recognised by SAQA in Supply Chain Management/Public Management/ Commerce/ Accounting with at least five (5) years relevant experience, of which 3 years must have been at the level of Assistant Director in Supply Chain Management A valid drivers' license Ability to interact at strategic and operational level Sound knowledge of government prescripts relevant to SCM and Finance Traceable working experience in Procurement, Demand, Inventory, Transport and LOGIS Good organizing & facilitation skills Verbal and written communication skills Good interpersonal, negotiation, people management and empowerment skills Computer literacy.

DUTIES : Ensure the effective and efficient implementation of supply chain management policies and systems in the District Asset management Contract and vendor performance Lease Management Tenders and Acquisition Management Demand management Fleet Management SCM Risks and Compliance. Display proficiency in Procurement Planning and Reporting and management of Commitments Manage the provisioning of logistical services and Inventory Management Ensure the implementation of appropriate internal control measures Render advisory services to the Departmental Bid Evaluation Committee Make presentations in the Bid Adjudication Committee Advise Management on SCM best practices Generate management reports related to SCM for Senior Management and other relevant organs of state Manage the effective, economical and efficient utilization of the physical, financial and human resources.

ENQUIRIES : Ms.S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/161 : **STATE VETERINARIAN (X6 POSTS)**

SALARY : R733 257 per annum (Level 11), (An all-inclusive remuneration)
CENTRE : Alfred Nzo Bizana & Mt Frere Ref No: DRDAR 29/07/2021 (X2 Posts)
 O.R. Tambo Ref No: DRDAR 30/07/2021 (X2 Posts)
 Amathole Stutterheim Ref No: DRDAR 31/07/2021 (X2 Posts)
 Zwelitsha Ref No: DRDAR 32/07/2021
 Sarah Baartman - Graaf Reinet Ref No: DRDAR 33/07/2021

REQUIREMENTS : National Senior Certificate, an appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSc or B.VMch) Valid proof registration with the SA Veterinary Council as a Veterinarian A valid driver's license Candidates will be subjected to a competency assessment Knowledge of the Animal Diseases Act No 35 of 1984, Meat Safety Act No 40 of 2000, Veterinary and Para-Veterinary Professions' Act No 19 of 1982, Animal Protection Act No 71 of 1962, Animal Identification Act No 6 of 2002 The candidate must be computer literate, and must possess dynamic communication, negotiation and interpersonal skills.

DUTIES : Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act No 71 of 1962 and Animal Identification Act No 6 of 2002 Play a leading role in Animal Disease Surveillance and Control Facilitate importation and exportation of animals and products of animal origin Responsible for implementation of primary animal health care programme and mentoring of State Veterinarians on compulsory community service Handle

administrative functions emanating from these activities including performance reporting and disease reports Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives Comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness Resolve problems of motivation and control 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 Management of assets.

ENQUIRIES : Ms.S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/162 : **PRODUCTION SCIENTIST SOIL SCIENCE - GRADE A REF NO: DRDAR 34/07/2021**

SALARY : R618 732 per annum, (OSD), (An all-inclusive remuneration)
CENTRE : Port Elizabeth
REQUIREMENTS : National Senior Certificate, an appropriate qualification at NQF level 7 in Agriculture having majored in Soil Science Compulsory registration with SACNASP as a Professional At least three (3) years appropriate post qualification experience A valid driver's license Program and project management Scientific methodologies and models Research and development Computer aided scientific application Knowledge of legal compliance Technical report writing Creating a high performance culture Professional judgment Data analysis. Policy development and analysis Presentation skills Mentoring Decision making Team leadership Creativity Customer focus and responsiveness Communication and networking Computer skills People management Planning and organizing Conflict management Change management and problem solving and analysis.

DUTIES : Develop and implement scientific methodologies, policies, systems and procedures Perform scientific analysis and regulatory functions Research and development Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES : Ms.S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/163 : **AGRICULTURAL SCIENTIST PRODUCTION (GRADE A): PASTURE SCIENCE (X2 POSTS)**

SALARY : R618 732 per annum, (OSD), (An all-inclusive remuneration)
CENTRE : Joe Gqabi Ref No: DRDAR 35/07/2021
 Sarah Baartman Ref No: DRDAR 36/07/2021

REQUIREMENTS : National Senior Certificate, A qualification at NQF level 7 in Agriculture having majored in Livestock / Pasture Science. Compulsory registration with SACNASP as a Professional scientist At least three (3) years appropriate post qualification experience Program and project management Scientific methodologies and models Research and development Computer aided scientific application Knowledge of legal compliance Technical report writing Creating a high performance culture Professional judgment Data analysis Policy development and analysis Presentation skills Mentoring Decision making Team leadership Creativity Customer focus and responsiveness Communication and networking Computer skills People management Planning and organizing Conflict management Change management and problem solving and analysis.

DUTIES : Develop and implement scientific methodologies, policies, systems and procedure Perform scientific analysis and regulatory functions Research and development Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES : Ms.S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/164 : **ASSISTANT DIRECTOR: ECONOMICS AND MARKETING REF NO: DRDAR 37/07/2021**

SALARY : R470 040 per annum (Level 10)
CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate and qualification at NQF level 7 in Agriculture having majored in Agricultural Economics Good understanding of Agriculture, Marketing and Production Economics Three 3 years' experience in the field of Agricultural Economics A valid driver's license Candidates will be subjected to a competency assessment Computer skills in Microsoft Office Applications Ability to write quality reports Good communication and presentation skills Understanding of economics, marketing and statistical Services in the Province.

DUTIES : Facilitate the economic operation of agricultural markets Collect, collate and analyse statistical data Develop and maintain a database of statistical data / information Promote economic viable projects Provide agricultural economic advice to clients of the Department in order to promote the sustainability of their businesses Facilitate access to finance and markets Promote cooperative and commodity group plans.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/165 : **ASSISTANT DIRECTOR: TECHNICAL SERVICES REF NO: DRDAR 58/07/2021**

SALARY : R470 040 per annum (Level 10)
CENTRE : Mpofu Training Centre
REQUIREMENTS : National Senior Certificate, B. Sc Agric Degree at NQF level 7 or equivalent qualification as recognised by SAQA Appropriate exposure to agricultural production and training At least three years' appropriate experience at supervisory level. A valid driver's license. Competencies: Clear understanding of PGDP, AET Strategy of 2005, Departmental Strategic Plan, Branch Annual Performance Plan and Food Security and Infrastructure Development Programs of the Department Sound knowledge of the role played by the Agricultural Training Institution Computer skills.

DUTIES : The rendering of technical services to the institution Ensure that demonstration plots and fields are ready for training purposes Provide livestock management services at the Institution Ensure provision and management of security services at the institution Maintenance of the Institution's premises and facilities. Supervise the management of the institution's farm Human capital and Financial Management of the unit.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062
NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/166 : **CONTROL ENGINEERING TECHNICIAN - PRODUCTION - GRADE A REF NO: DRDAR 38/07/2021**

SALARY : R446 202 per annum, (OSD)
CENTRE : Chris Hani District
REQUIREMENTS : National Senior Certificate, An appropriate qualification at NQF level 6 as recognised by SAQA in Engineering / Civil Engineering or relevant qualification as recognised by SAQA. Six (6) years post qualification technical Engineering experience Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration) A valid Code EB driver's licence. Candidates will be subjected to competency assessment Project Management, technical design and analysis knowledge, computer added engineering applications, knowledge of engineering legal compliance. Problem solving and analysis, financial management, planning and organising and people.

DUTIES : Manage technical services and support in conjunction engineers, Technologists and associates in field, workshop and technical office activities Ensure the promotion of safety in line with statutory and regulatory requirements Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology Ensure quality assurance of technical designs with specifications and authorise/ make recommendations

		for approval by the relevant authority Manage administrative and related functions. Research and development.
<u>ENQUIRIES</u>	:	Ms.S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/167</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES UNIT (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596.per annum (Level 9)
<u>CENTRE</u>	:	Joe Gqabi District Ref No: DRDAR 45/07/2021
	:	Chris Hani District Ref No: DRDAR 46/07/2021
<u>REQUIREMENTS</u>	:	National Senior Certificate An appropriate qualification at NQF level 6 as recognized by SAQA in Public Administration / Management / Development Studies/ Social Studies with at least three years' supervisor experience in in Special Programmes. A valid driver's license. Previously disadvantage Groups (Youth, Women & PWD) will have an added advantage Candidates will be subjected to a competency assessment People management Change management Conflict management Customer focus and responsiveness Planning and organizing Communication, presentation and interpersonal skills Advanced computer skills.
<u>DUTIES</u>	:	Assisting designated groups in accessing the service offered by the Department Providing support and advice to the District on issues affecting: gender, disability, youth, children and elderly Report on programmes and activities affecting designated groups in the districts Coordinate, monitor, oversee and provide administrative support to the Directorate at District level Manage the key performance areas of subordinates.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/168</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (DEBT MANAGEMENT AND SUSPENSE ACCOUNTS) REF NO: DRDAR 47/07/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF level 7 level as recognized by SAQA in Commerce / Financial Management / Auditing / Accounting, with five years' relevant experience in the financial management environment of which three years must have been at the level of State Accountant or equivalent position A valid driver's license Candidates will be subjected to a competency assessment Thorough understanding of ledger accounts and Standard Chart of Accounts (SCOA) Good understanding of the BAS System as well as the interface between the bank and BAS Computer skills, effective communication skills, both written and verbal, and problem solving skills A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations) Ability to work under pressure and to meet deadlines.
<u>DUTIES</u>	:	Monitor and review clearing of suspense accounts Follow-up on unallocated transactions in suspense accounts Ensure processing of inter-departmental claims as per PFMA Review and authorise departmental debt take-on Liaison with salary control directorate on debt recoveries Follow-up on outstanding debts and inter-departmental claims Monthly, quarterly and annual reporting on departmental debts and suspense accounts. Proper filing of supporting documents Safekeeping of face value forms for the Department.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/169</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (REVENUE MANAGEMENT) REF NO: DRDAR 48/07/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF level 7 as recognized by SAQA in Commerce / Financial Management / Auditing / Accounting, with at least 5 years' relevant experience in the financial

management environment of which 3 years must have been at the level of State Accountant or equivalent position in this field A valid driver's license Candidates will be subjected to a competency assessment. Thorough understanding of the Standard Chart of Accounts (SCOA), good understanding of the BAS system as well as the interface between the bank and BAS Computer skills, effective communication skills, both written and verbal communication skills, and problem solving skills A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations), ability to work under pressure and to meet deadlines.

DUTIES : Ensure optimal collection and recording of revenue Ensuring the functioning of cashiers across the department Ensure clearing of revenue related exceptions on BAS Ensure all cash receipts are deposited timeously Prepare revenue pay-overs for department's collection Assist districts with revenue collections at departmental auctions Prepare departmental revenue tariffs Preparation of the monthly revenue reconciliation and Revenue IYM Prepare monthly reports for compliance certificate Prepare reports for quarterly and yearend reporting. Daily management of subordinates.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/170 : **ASSISTANT DIRECTOR: ICT OPERATIONS REF NO: DRDAR 49/07/2021**

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, an appropriate qualification at NQF Level 6 as recognised by SAQA in Information Technology / Financial Information Systems / Information Systems or relevant Degree / National Diploma and the following certifications: Professional Information security certification or Microsoft Certified At least five years' relevant experience in the Information and Communication Technology environment of which three years must have been dealing with information security, servers, governance, IT Disaster Recovery, Backups and IT auditing in this field A valid driver's license Candidates will be subjected to a competency assessment Computer skills, effective communication skills, both written and verbal communication skills for reporting Ability to work under pressure Knowledge of transversal systems e.g. BAS, PERSAL, LOGIS Excellent writing and verbal communication skills Self-initiative Research Team work Ability to learn and adapt new information Commitment to working the hours required to fulfil the job and including flexibility of work hours Ability to adapt to a fast-paced environment, to work under pressure and to meet deadlines Problem-solving and analytical skills Be analytical and effectively able to troubleshoot and prioritize needs, requirements and other issues Updated with latest IT technology.

DUTIES : Protect systems by defining access privileges, control structures, and resources Determine security violations and inefficiencies by conducting periodic audits Keeps users informed by preparing performance reports and communicating system status Maintain quality service by following departmental security standards Rendering advice on all aspects related to information security and technology Coordinate Provincial IT related issues Develop and implement service level agreements and monitor IT strategy Render first line technical support to users on transversal systems, network and applications Develop and manage updating of user database Advising and empower users on fault reporting and ICT issues Ensure compliance with ISS (Information Security System), policies and procedures Coordinate GITO functions across the Department Render advice on all aspects related to information systems and technology to the Department Ensure security of all IT infrastructure Ensure the availability, integrity, access, storage and security of all data within the Department.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/171 : **ASSISTANT DIRECTOR: ICT INFORMATION SYSTEMS REF NO: DRDAR 50/07/2021**

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF level 6 as recognised by SAQA in Computer Science or diploma in Software Engineering / Information Technology with Programming / Development Software and Information Systems as major subjects At least five (5) years' relevant experience in the ICT environment of which a minimum experience of 3 years in the ICT field within systems development, database design and development, support and maintenance as well as solution design and analysis in the corporate or public service sector Solid knowledge of Windows Development platform, Microsoft .NET Framework, Visual Studio, C++, Windows SharePoint Services (WSS), Web technologies including HTML5, CSS3. SQL/PL/SQL, SQL Server Reporting Services, System Development Life Cycle (SDLC) Framework Networking concepts, DNS, DHCP, and TCP/IP, Computer and network security principles A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations), ability to work under pressure and to meet deadlines.
<u>DUTIES</u>	:	Software Development and support service to review, design, develop and maintain the Information System for the Department Ensure that standards, procedures and methods for the development and maintenance of database system software is adhered to Designing of Database schema and ERD's, Assess and analyse database structure and environment as well as performance and make improvements where necessary. Prepare reports for quarterly and year-end reporting Management of subordinates.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/172</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DRDAR 51/07/2021</u>
<u>SALARY</u>	:	R376 596.per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF level 6 as recognised by SAQA in Public Administration / Industrial Psychology / Operations Management / Management Services / Public Administration or any other relevant field with three years' experience at supervisory level with at least two years in the Organizational Design and Job Evaluation space A Job Evaluation Certificate and valid driver's license is essential Candidates will be subjected to competency assessment Ability to interact at strategic and operational level, extensive knowledge of Organization Design, Organizational Functionality Assessment (OFA) & tools, Business Process Mapping and Tools, Job Evaluation System and Tool (EVALUATE), Performance Management, Problem Solving and Decision Making Good understanding of the Public Service Regulatory Framework People management and empowerment Good interpersonal skills Computer proficiency in Microsoft Outlook, PowerPoint, MS Word, Visio, Excel and other relevant software packages.
<u>DUTIES</u>	:	Review and redesign the departmental organisational structure Conduct diagnostic analysis and compile diagnostic reports Develop and maintain organisational structures, consult proposed functional and post structures with internal and external stakeholders Compile OD reports Implement and maintain the post establishment Conduct Business Processes Mapping (BPM) and develop Standard Operating Procedures (SOPs) Identify and prioritise processes to be mapped Conduct business process modelling, analysis and improvement Facilitate the development of job descriptions and maintain a database thereof Co-ordinate and ensure implementation of the Job Evaluation System Conduct job analysis, present preliminary results to the relevant Job Evaluation Structures and generate reports Comply with legislative and departmental policy directives and corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/173</u>	:	<u>ASSISTANT DIRECTOR: PMDS REF NO: DRDAR 52/07/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF level 6 as recognised by SAQA in Human Resources / Public Administration / Industrial Psychology or equivalent with 3 years' experience in an administrative environment A valid driver's licence Thorough understanding of the Performance Management and Development system (PMDS) policy A good understanding of the PERSAL System as well as capturing of information on the PERSAL System Computer skills in MS Office Package (MS Word, Excel, Power-Point) Customer care and problem solving skills A clear understanding of public sector legislative framework (PMFA, Public Service Act and other related policies Ability to work under pressure and to meet deadlines Good communication (written and verbal) skills in at least two of the three official languages of the Eastern Cape.
<u>DUTIES</u>	:	Ensure timeous submission of PMDS documents Ensuring the functioning of PMDS Practitioners at Head Office and the districts Quality assure PMDS submissions from the districts and Head Office Administer Performance Management training and information dissemination sessions Track performance management deadlines and activities against the performance management timetable of the Department and compile regular progress reports Provide administrative and operational support for the alignment of individual and departmental performance results Ensure proper development, implementation and compliance of new and amended departmental policies and procedures.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/174</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Joe Gqabi Ref No: DRDAR 53/07/2021 Alfred Nzo Ref No: DRDAR 54/07/2021
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF level 7 as recognised by SAQA in Commerce / Financial Management/ Auditing / Asset Management with at least five years' relevant experience in asset management environment of which three years must have been at the level of State Accountant or equivalent position in this field A valid driver's license Candidates will be subjected to a competency assessment Thorough understanding of the Standard Chart of Accounts (SCOA) Good understanding of the BAS System Advanced computer skills Good writing and verbal communication skills Problem solving skills A clear understanding of the public sector legislative framework (PMFA, Treasury Regulations and related prescripts Ability to work under pressure and to meet deadlines.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the Asset Management Registers Receipt of all moveable assets Perform quantity and quality control Allocation of inventory and bar code to assets Capturing of asset information in the relevant registers Monitor and review the allocation of assets to asset holders Determine asset allocation according to furniture and equipment policy and procedures of the Department Capturing of asset information on the inventory list (room list) of the asset holder Issuing of asset and inventory list (room list) list to asset holder The delivery of assets to the asset holder Approval of the moveable asset register updates Monitor assets for physical condition, utilisation functionality and financial performance Monitor the performance of asset verification according to prescribed timeframes Give guidance to employees on asset management matters Develop, implement and monitor work systems and processes to ensure efficient and effective utilisation of resources.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>NOTE</u>	:	Females and persons with disabilities who meet the requirements will be given preference.
<u>POST 26/175</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT AND VENDOR MANAGEMENT REF NO: DRDAR 55/07/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	National senior certificate, an appropriate Law qualification at NQF level 7 as recognised by SAQA Must at least have three years' experience in Contract

Management At least 3 years' relevant experience at supervisory level A valid driver's license Candidates will be subjected to competency assessment Computer skills required Ability to write quality reports Communication and presentation skills Understanding and exposure to procurement legislation will be an advantage A good understanding of the Public Finance Management Act, Treasury Regulations and relevant prescripts Analytical and critical skills Knowledge of corporate governance and finance.

DUTIES : Supervise, monitor, analyse and determine actions to ensure proper contract administration Administer variations to contracts Evaluate applications for price adjustments and invoke penalty clauses Evaluate applications for variations, amendments and cancelations and develop proposals for approval Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods / services Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract Supervise and monitor supplier performance according to the contract and service level agreement Ensure compliance with the PFMA, Treasury Regulations and all relevant prescripts Monitor performance standards and take appropriate actions to correct deviations, to achieve objectives.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/176 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)

CENTRE : O.R. Tambo District Ref No: DRDAR 56/07/2021

Chris Hani District Ref No: DRDAR: 57/07/2021

REQUIREMENTS : National Senior Certificate, an appropriate relevant qualification at NQF level 7 as recognized by SAQA in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing / Public Management At least three years' supervisory experience A valid driver's license Candidates will be subjected to competency assessment Computer skills in Microsoft Office Applications Relevant work experience and knowledge of the PFMA, National Treasury Regulations and SCM prescripts Traceable working experience in Procurement, LOGIS and BAS Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, B-BBEE and BAS and LOGIS systems and other relevant prescripts Knowledge of office procedure and bid administration Procurement background or competencies in the administration of bids Problem solving skills Good writing and verbal skills Good understanding of logistics management processes and the ability to work under pressure.

DUTIES : Ensure effective Bid Administration services through compilation of bid documents, notification, and invitation and evaluation of bids / quotations / proposals Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to acquisition management Analyse bids and proposals Ensure that specifications are legitimate and comply with government policies Provide support to all departmental bid committees Render support in the monitoring and implementation of internal control systems in order to meet delivery expectations Ensure that proper and adequate processes are in place to update and maintain bid processes in line with appropriate legislation Provide support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

NOTE : Females and persons with disabilities who meet the requirements will be given preference.

POST 26/177 : **SENIOR AGRICULTURAL ADVISOR (X3 POSTS)**

SALARY : R376 596 per annum (Level 09)

CENTRE : Alfred Nzo District Ref No: DRDAR 59/07/2021 (X2 Posts)

Sarah Baartman District Ref No DRDAR: 60/07/2021

REQUIREMENTS : National Senior Certificate An appropriate qualification at NQF level 7 as recognised by SAQA in Agriculture Compulsory registration with SACNASP At

		least three years' experience in the field of Extension and Advisory Services A valid driving license Candidates will be subjected to a competency assessment Knowledge of Agriculture Extension Methodology and Project Planning Planning and organizing skills Change management skills Conflict management Customer focus and responsiveness Communication skills, presentation skills and interpersonal skills Computer skills.
<u>DUTIES</u>	:	Coordinate the implementation of all strategic agricultural and rural development programmes Render scientific and technical agricultural extension services to internal and external clients Coordinate support and development of research and training activities Ensure service delivery through appropriate utilization of ICT tools/ systems Perform administrative and related functions Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness Resolve problems of motivation and control with minimum guidance from manager Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates Management of assets.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/178</u>	:	<u>GIS TECHNICIAN PRODUCTION - GRADE A REF NO: DRDAR 61/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R323 040 per annum, (OSD) Joe Gqabi District National Senior Certificate, an appropriate qualification at NQF Level 6 as recognized by SAQA in GISc, Cartography or relevant qualification Three (3) years post qualification GIS experience Compulsory registration with PLATO as GIS Technician A valid driver's license Candidates will be subjected to a competency assessment Understanding of GIS applications and special data queries Knowledge and capability of GIS software Understanding of technologies such as GPSc, Photogrammetry and remote sensing Problem solving and analysis Planning, organising and execution Project management.
<u>DUTIES</u>	:	Perform technical GISc activities Source spatial information from various data custodians Capture and clean spatial data from various format and sources Perform data manipulation according to application requirements Apply coordinate systems and projections Maintain spatial database Develop and implement relational/ object orientated databases Produce customized maps to meet client's needs Advise on GISc equipment's, software, data and products Provide geographical support to internal and external stakeholders Keep up with developments in the geo-spatial industry Participate in relevant GISs forums Maintain GISc unit effectiveness by way of maintenance of GISc tools, training of End - users on basis GISc, skills Compilation of content for web publishing, capturing of metadata, updating of GISc software and renewal of licenses.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/179</u>	:	<u>AGRICULTURAL ADVISOR (X18 POSTS)</u>
<u>SALARY CENTRE</u>	:	R316 791per annum (Level 08) Alfred Nzo District Ref No: DRDAR 62/07/2021 (X6 Posts) Amathole District Ref No: DRDAR 63/07/2021 (X3 Posts) Chris Hani District Ref No: DRDAR 64/07/2021 (X3 Posts) Joe Gqabi District Ref No: 65/07/2021 (X1 Post) O.R. Tambo District Ref No: DRDAR 66/07/2021 (X1 Post) Sarah Baartman District - Willomore Ref No: DRDAR 67/07/2021 (X2 Posts) Joubertina Ref No: DRDAR 68/07/2021 (X1 Post) Somerset East Ref No: DRDAR 69/07/2021 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF level 7 in Agriculture with one to two years relevant experience Valid driver's license is essential Candidates will be subjected to a competency assessment Preference will be given to DADAR bursary holders Self-management People management Change management Conflict management Customer focus and responsiveness Planning and organizing Communication presentation Interpersonal skills Computer skills.

DUTIES : Performs an operational technical role for the Department related to Agriculture Development Give practical advice to farmers Coordination of agricultural activities Transfer of farming skills by focusing on farms, feedlots and abattoirs / slaughtering facilities Undertake newly assigned activities under the guidance of senior staff members Network with key players in the industry: suppliers, government, NGOs and research establishments towards supporting farmers Perform administrative and related functions Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/180 : **ANIMAL HEALTH TECHNICIAN (X55 POSTS)**

SALARY : R316 791 per annum
CENTRE : Joe Gqabi District Ref No: DRDAR 71/07/2021 (X5 Posts)
Chris Hani District Ref No: DRDAR 72/07/2021 (X15 Posts)
Alfred Nzo District Ref No: DRDAR 73/07/2021 (X10 Posts)
Sarah Baartman District Ref No: DRDAR 74/07/2021 (X4 Posts)
O.R. Tambo District Ref No: DRDAR 75/07/2021 (X7 Posts)
Amathole District Ref No: DRDAR 76/07/2021 (X14 Posts)

REQUIREMENTS : National Senior Certificate An appropriate qualification at a minimum of NQF level 6 as recognized by SAQA in Animal Health Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies A valid driving license is essential Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984) Computer literacy Ability to work under pressure Good interpersonal skills and verbal and written communication skills.

DUTIES : The successful candidate is expected to plan and implement disease control measures which will entail administering of vaccinations for animal diseases Collect specimens, examine and dispatch samples with regard to animal diseases and collection of census data regarding farm animals Conduct inspections of livestock for the presence of notifiable diseases Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases Render a support service to the State Veterinarian and Control Animal Health Technician with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would entail:- The conducting of inspections of animals, animal products, vaccine distribution points and installations where animal products are processed Assist the State Veterinarian with investigations relating to surveys, post mortems and animal diseases Obtain and process epidemiological and other data Collection of samples for analysis by the State Veterinarian and laboratory Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts Provide extension services on animal health to animal owners.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/181 : **FARM MANAGER REF NO: DRDAR 77/07/2021**

SALARY : R316 791 per annum (Level 08)

CENTRE : Dohne

REQUIREMENTS : National Senior Certificate, An appropriate qualification at NQF level 6/7 as recognized by SAQA in Agriculture At least 2 years' relevant experience Supervisory experience will be an added advantage. A valid driving license Candidates will be subjected to a competency assessment Self-management. People management Change management Conflict management Customer focus and responsiveness Planning and organizing Communication, presentation and interpersonal skills Computer skills.

DUTIES : Run a farm complex, cultivate crops and care of livestock Erection and maintenance of farm structure Maintain farm equipment Prepare lands, budgeting and keeping farm records.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/182 : **AGRICULTURAL ECONOMIST (X2 POSTS)**

SALARY : R316 791 per annum (Level 08)

CENTRE : Joe Gqabi Ref No: DRDAR 78/07/2021

Alfred Nzo Ref No: DRDAR 79/07/2021

- REQUIREMENTS** : National Senior Certificate, and appropriate qualification at NQF Level 7 BSc Agric qualification with Economics and or Agricultural Economics major subjects. Advanced computer and statistical skills, knowledge of 1 of a statistical package in Agric. Economics is essential. A valid driver's license is essential.
- DUTIES** : Conduct agricultural economics research in all relevant fields of agricultural economics e.g. farm management, production economics and agricultural marketing Provide advanced agricultural economic advice to clients Department in order to promote the sustainability of businesses Promote cooperative and commodity development Conduct project appraisals Conduct research to identify trends relating to the agricultural environment Perform administrative functions.
- ENQUIRIES** : Ms S. Nkokweni Tel No: 040 602 5062
- POST 26/183** : **NETWORK CONTROLLER (X4 POSTS)**
- SALARY CENTRE** : R316 791 per annum (Level 08)
: Head Office Ref No: DRDAR 85/07/2021
: Amathole Ref No: DRDAR 86/07/2021
: Chris Hani Ref No: DRDAR 87/07/2021
: Dohne Ref No: DRDAR 88/07/2021
- REQUIREMENTS** : ational Senior Certificate An appropriate qualification at NQF Level 6 as recognised by SAQA in Information Technology / Financial Information System / Information Systems or relevant degree/ National Diploma At least five years' relevant experience in the Information and Communication Technology environment of which two years must have been at IT Technician level or equivalent position in this field A+ (PC Assembling) N+ (Network Communications) Microsoft Certified or CCNA will be an added advantage A valid South African driver's license is a prerequisite Candidates will be subjected to a competency assessment Computer skills Excellent and effective written and verbal communication skills for reporting Knowledge of transversal systems e.g. BAS, PERSAL, LOGIS Ability to work independently, conduct research and work as part of a team Ability to work flexible hours, learn and adapt to information technology and environment changes Ability to work under pressure and meet deadlines Problem solving and analytical skills Effective ability to troubleshoot and prioritize tasks.
- DUTIES** : Provide desktop support services to clients / users in line with the departmental service standards Provide onsite and remote technical IT support Handle first line escalation of complex problems as second line support Install, configure, upgrade, maintain and support desktop systems based on requests and monitor departmental network Plan and coordinate major software and hardware deployment Develop preventive maintenance procedures to avoid system failures (Firewall monitoring, Anti-virus management, upgrading operating systems and other software) Monitoring and maintain LAN, WAN, TCP/IP and resolve network problems Maintain computers, printers, and other software and hardware peripherals Maintain desktop deployment integrity in line with the approved standards, i.e. Operating system, Software Packages, Security applications and configurations.
- ENQUIRIES** : Ms S. Nkokweni Tel No: 040 602 5062
- POST 26/184** : **CHIEF PERSONNEL OFFICER (X2 POSTS)**
- SALARY CENTRE** : R316 791 per annum (Level 08)
: Alfred Nzo District Ref No: DRDAR 89/07/2021
: Joe Gqabi District Ref No: DRDAR 90/07/2021
- REQUIREMENTS** : National Senior Certificate An appropriate qualification at NQF Level 6 as recognised by SAQA in Human Resource Management / Public Administration At least three years' relevant experience in human resource management Good understanding of Human Resource Development / Management enabling legislation, in particular the Public Service Act, Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act, Public Finance Management Act and Public Service Regulations Excellent communication, facilitation, presentation, writing, computer, financial management skills Computer literacy Ability to work under pressure Good interpersonal skills and verbal and written communication skills A valid driver's license will be an added advantage.

<u>DUTIES</u>	:	Appointment of employees on PERSAL Relocations, transfers and secondments Structuring of MMS/ SMS packages Facilitate the Implementation of PMDS i.e. administrative process Dealing with Human Resource Provisioning services Preparation and maintenance of HR Administration reports Implementation of Job Evaluation results and salary upgrades Facilitate the recruitment process Implement and ensure compliance with policies and procedures Liaise with Customers and stakeholders Provide HR advice to management and staff in the District Maintain and administer PERSAL information.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/185</u>	:	<u>SENIOR LABOUR RELATIONS PRACTITIONER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum (Level 08)
	:	Head Office Ref No: DRDAR 91/07/2021
	:	Joe Gqabi District Ref No: DRDAR 92/07/2021
	:	Chris Hani District Ref No: DRDAR 93/07/2021
<u>REQUIREMENTS</u>	:	National Senior Certificate An appropriate qualification at NQF level 6 in HR Management / Labour Law/ Social Science with Labour Relations / Law as major subjects At least three years practical proven experience in Employment Relations environment A valid driver's license is essential A NQF 7 qualification in Labour Relations will be an added advantage Good understanding of Labour legislation, policy and procedure applicable to the Public Service Knowledge of disciplinary, grievance and dispute resolution procedures Computer literacy Ability to work under pressure Good interpersonal skills and verbal and written communication skills.
<u>DUTIES</u>	:	Represent the department at disciplinary and conciliation hearing Advice management/ employees on the handling of labour related matters Conduct audits, surveys on compliance with labour relations legislation Coordinate training, workshops and meetings for the component Coordinate the submission and consolidation of prescribed reports Conduct research related to employment relations in the Department and present proposals to improve relationships at all levels in the organisation.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/186</u>	:	<u>SENIOR PERSAL PRACTITIONER: PERSAL MANAGEMENT REF NO: DRDAR 94/07/2021</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum (Level 08)
<u>REQUIREMENTS</u>	:	Head Office National Senior Certificate National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management / Public Administration At least three years relevant experience as a Human Resource Entry Level Practitioner/ Clerk Certificate in PERSAL Introduction & Establishment Sound knowledge and proven experience in Human Resource Management procedures, practices, processes, methods and techniques. Sound knowledge of public service legislation, i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act Good verbal and written communication skills Computer Literate Analytical thinking & report writing skills.
<u>DUTIES</u>	:	Render PERSAL support services: Implement PERSAL control and audit measures Ensure PERSAL's utilities are effectively applied Monitoring audit and control reports and suspense file transactions available on the PERSAL system Monitoring the exception reports programmatically generated by the PERSAL system Render PERSAL user support Services: Orientating users of the system Registering users on the system and to see to the selective allocation of functions Maintain a register of user queries in order to monitor progress of queries as well as to determine deficiencies and establish trends Broadcasting PERSAL messages Produce publications to assist users with the utilisation of the PERSAL system Provide direct assistance to users regarding the utilisation of PERSAL, both on-line and person-to-person Provide direct assistance to users regarding the utilisation of PERSAL, both on-line and person-to-person Render PERSAL information management Services: Render effective day to day operation of PERSAL Managing and controlling PERSAL notices and messages and bring important messages to the attention of supervisor Extract information from PERSAL and report to supervisor Keep a database of statement of acknowledgement and confidentiality forms Collect

		and dispatch system generated and user requested PERSAL reports Proficiency in MS Office (Excel and Word).
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/187</u>	:	<u>SENIOR HR PRACTITIONER: SERVICE CONDITIONS REF NO: DRDAR 95/07/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF Level 6 as recognised by SAQA in Human Resource Management/ Public Administration At least three years relevant experience in conditions of service A valid driving license is essential Extensive knowledge of Human Resource Management prescripts and legislation Knowledge of Procedure on incapacity leave and ii-health retirement. PERSAL system Proficiency in MS Office (Excel and Word).
<u>DUTIES</u>	:	Facilitate the implementation of service benefits Verify records of all departmental employees who are homeowners' and those who are tenants Ensure correct capturing thereof on PERSAL Process leave gratuity and discounting applications Process Z102 on line withdrawal of fund application forms and overleaf timeously Verify pension application forms for resigned, retired and deceased officials Assist in ensuring that PERSAL reports are drawn for personnel Verify calculations for S & T's, quality check all the attachments Capture and release state guarantee from PERSAL Administer leave matters Conduct quarterly leave reconciliation for all programmes Facilitate implementation of PILIR in the Department Correspondence with employee regarding application for incapacity leave Departmental representative on PILIR steering committee. Approve leave on PERSAL Approve leave discounting and gratuity Maintain high standards by ensuring that the team/section produces excellent work in terms of quality, quantity and timeliness.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/188</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PROCUREMENT REF NO: DRDAR 96/07/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	National Senior Certificate An appropriate qualification at NQF level 6 in Public Administration/ Management At least three years' relevant experience Good report writing skills Ability to conduct research Computer literacy Ability to work under pressure Good interpersonal skills Good verbal and written communication skills A valid driver's license is essential.
<u>DUTIES</u>	:	Compilation of monthly, quarterly and annual reports Provide procurement services Management of cleaning services Provide telephone and cellular phone services Assist with catering and accommodation services Liaise with Department of Public Works and Local Municipalities.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/189</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: DRDAR 124/07/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF 6 as recognised by SAQA in Human Resource Management At least five years' relevant experience in human resource management Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR Good communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy Ability to work under pressure Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Administering of Human Resource Conditions of Service Administration Dealing with pensions, normal and early retirements keeping of records of retirements Facilitate appointment and transfers Ensuring salary adjustments as well as acting allowances. Dealing with and attending to telephone enquiries for both internal and external clients.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062

<u>POST 26/190</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION - GRADE A (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R311 859 per annum (OSD) Joe Gqabi Ref No: DRDAR: 80/07/2021 (X1 Posts) O.R. Tambo Ref No: DRDAR: 81/07/2021(X2 Posts) Chris Hani Ref No: DRDAR: 83/07/2021 (X2 Posts) Amathole 1 Ref No: DRDAR: 84/07/2021 (X1 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, an appropriate qualification at NQF level 6 as recognized by SAQA in Civil Engineering or relevant qualification Three years post qualification technical Engineering experience Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician (attach proof of registration) A valid driver's license Candidates will be subjected to a competency assessment Project Management Technical design and analysis knowledge Computer added engineering applications Knowledge of engineering legal compliance Problem solving and analysis Planning and organising and people management skills.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities Promote safety in line with statutory and regulatory requirements Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority Perform administrative and related functions: Provide inputs into budgeting process as required Compile and submit reports as required Provide and consolidate inputs to the technical/engineering operational plan Develop, implement and maintain database and Supervise and control technical and related personnel and assets Research and Development: Continuous professional development to keep up with new technologies and procedures Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/191</u>	:	<u>ARTISAN FOREMAN: PRODUCTION GRADE A – PLUMBING REF NO: DRDAR 128/07/2021</u>
<u>SALARY CENTRE</u>	:	R304 263.per annum, (OSD) Dohne
<u>REQUIREMENTS</u>	:	National Senior Certificate, An appropriate Trade Test Certificate A valid driver's license is essential Candidates will be subjected to competency assessment Technical analysis knowledge Technical report writing Production, process knowledge and skills Problem solving and analysis Communication and skills decision- making skills Teamwork.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects Maintenance: Inspect equipment and/or facilities for technical faults Repair equipment and facilities according to standards Test repair equipment and/or facilities against specifications Service equipment and/or facilities according to schedule Quality assure serviced and maintained equipment and/or facilities Perform administrative and related functions: Compile and submit reports Provide inputs to the operational plan Keep and maintain job records/registers Supervise and mentor staff Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/192</u>	:	<u>STATE ACCOUNTANT: DEBT MANAGEMENT AND SUSPENSE ACCOUNT REF NO: DRDAR 97/07/2021</u>
<u>SALARY CENTRE</u>	:	R257 508.per annum (Level 07) Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate An appropriate qualification at NQF level 6 as recognised by SAQA in Financial Management/ Auditing / Accounting A valid South African driver's license is a prerequisite Candidates will be subjected to a competency assessment Knowledge of BAS would be an advantage Communication and Interpersonal skills Knowledge of PFMA and Treasury Regulations.

<u>DUTIES</u>	:	Compilation and capturing of suspense accounts journals Prepare and capture departmental debt take on Liaison with salary control directorate on forms for debts recoveries Prepare suspense accounts and debtors' reconciliations Compile and capture inter-departmental claims Filing of debtors and suspense accounts documentation.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/193</u>	:	<u>STATE ACCOUNTANT: SUSPENSE ACCOUNTS REF NO: DRDAR 98/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Joe Gqabi District National Senior Certificate An appropriate qualification at NQF level 6 in Financial Management majoring in Accounting / Financial Management Knowledge of Financial Management Knowledge of BAS would be an advantage Communication and Interpersonal skills Knowledge of PFMA, Treasury Regulations and Modified Cash Standards.
<u>DUTIES</u>	:	Compile weekly cash flow for the department Co-ordinate the supporting documentation for the preparation of the weekly cash flow Submission of the weekly cash flow for signature and forwarding to Provincial Treasury Prepare journals related to cash and banking Maintain files for all cash and banking journals Assist with the preparation of annual and interim financial statements (AFS/IFS) for the Department Compile working paper files for the AFS and IFS Assist with the submission of AFS and IFS to Provincial Treasury.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/194</u>	:	<u>STATE ACCOUNTANT: SALARIES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Chris Hani District Ref No: DRDAR 99/07/2021 Joe Gqabi District Ref No: DRDAR 100/07/2021C National Senior Certificate An appropriate qualification at NQF Level 6 as recognized by SAQA in Financial Management / Accounting/Cost and Management Accounting / B Com Accounting/ Financial Information System / Internal Auditing A valid driving license is essential Candidates will be subjected to a competency assessment Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations Knowledge of Financial and Operational Prescripts that governs the Department and Public Sector Knowledge of transversal systems used in the Department e.g. BAS and PERSAL Knowledge of budgeting and vote account Computer literacy Excellent communication skills (verbal and written) Problem solving skills Ability to work under pressure.
<u>DUTIES</u>	:	Management of staff salary matters Receive and check all claims submitted by Human Resource Administration Unit Processing of payments of employee benefits Processing of other salary related claims Handle all salary related enquiries Payroll management Receive and sort pay slips and IRP files when necessary Send e-mails to appointed pay-point managers Distribute pay slips to pay-point managers Prepare Ms Excel spreadsheet for all returned payrolls Make follow up for the unreturned payrolls Safekeeping of salary related files and payment vouchers File all salary related payment documents Submit salary BAS payment vouchers to Registry for safekeeping.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/195</u>	:	<u>STATE ACCOUNTANT: SUNDRY PAYMENTS REF NO: DRDAR 101/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Joe Gqabi District National Senior Certificate An appropriate qualification at NQF level 6 as recognized by SAQA in Financial Management, majoring in Accounting / Cost & Management Accounting Knowledge of Financial Management / Budget planning and implementation Good knowledge of BAS and LOGIS Excellent communication and interpersonal skills Ability to work under pressure to meet deadlines Knowledge of PFMA and Public Service Regulations and Treasury Regulations.
<u>DUTIES</u>	:	Processing and reconciliation of Sundry Creditor transactions Processing of payments for the District Maintaining commitment registers and journals

Handling account queries. Perform supplier reconciliation Checking of creditors and sundry payment vouchers Prepare payment cycle, creditor age analysis and accruals Pre-authorize payments on LOGIS Monitoring of documents Centre Attend to account queries.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/196 : **HR PRACTITIONER: RECRUITMENT AND SELECTION REF NO: DRDAR 109/07/2021**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Head Office
: National Senior Certificate An appropriate qualification at NQF Level 6 as recognised by SAQA in Human Resource Management / Public Administration / Public Management Knowledge of PERSAL will be an advantage Sound knowledge and experience in Human Resource Management policies and procedures Sound knowledge of public service legislation, i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act Good verbal and written communication skills Proficiency in MS Office (Excel and Word).

DUTIES : Facilitate the process of advertisement of vacant posts Facilitate recruitment and selection processes Capture appointment of new employees on the PERSAL system Facilitate the implementation of transfers, secondments and acting appointments.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/197 : **HR PRACTITIONER: HR PROVISIONING REF NO: DRDAR 110/07/2021**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Head Office
: National Senior Certificate An appropriate qualification at NQF Level 6 as recognised by SAQA in Human Resource Management /Public Administration / Public Management At least 1-2 years' experience in the relevant field PERSAL certification Sound knowledge of and proven experience in PERSAL Sound knowledge and experience in Human Resource Management policies and procedures Sound knowledge of public service legislation, i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act Good verbal and written communication skills Computer Literate Analytical thinking & report writing skills Proficiency in MS Office (Excel and Word).

DUTIES : Facilitate the process of advertisement of vacant posts Facilitate recruitment and selection processes Capture appointment of new employees on the PERSAL system Facilitate the implementation of transfers, secondments and acting appointments.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/198 : **TRANSPORT OFFICER REF NO: DRDAR 111/07/2021**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Tsolo Agriculture and Rural Development Institute (TARDI)
: National Senior Certificate, an appropriate qualification at NQF level 6 qualification in Public Management / Administration / Transport / Logistics Computer literacy Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS Good administrative skills, good interpersonal skills, organizing, planning and time management skills Computer literacy Good communication skills both verbally and writing Ability to lead, work in a team and work independently Ability to work under pressure and meet deadlines Personal attributes: Hard working, self-motivated, team player and team leader, positive attitude, good interpersonal relations Good customer orientation A valid code EB driver's license.

DUTIES : Compilation of monthly reports Maintain asset register Ensure proper and legitimate utilization of vehicles Compliance with transport management services, standards, policies and procedures Planning and prioritization of transport needs Assessing and booking of vehicles Coordinate motor transport and ensure optimal utilisation of vehicles at all times Exercise control over the maintenance of and expenditure involved in the use of motor and other transport Ensure the proper completion and regular scrutiny of all records and returns concerning transport Ensure that all vehicles are kept in good

roadworthy condition and are serviced on regular intervals Ensure that all instructions relevant to the use, operation and maintenance of vehicles are complied with Engagement with Government Motor Transport and commercial garages Analyse reports on a monthly basis in order to identify, confirm and report any cases of possible fraud and misuse.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/199 : **HR PRACTITIONER: CONDITIONS OF SERVICE REF NO: DRDAR 112/07/2021**

SALARY : R257 508 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate National Diploma (NQF Level 6) as recognised by SAQA in Public Administration / Human Resources Management Knowledge of PERSAL will be an advantage edge of and proven experience in PERSAL knowledge will be an advantage Sound knowledge of the public service legislation, i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act Good verbal and written communication skills Knowledge of the Policy and Procedure on Incapacity leave and Ill-health retirement (PILIR) Proficiency in MS Office (Excel and Word).

DUTIES : Administer the implementation of service benefits Verify records of all departmental employees who are homeowners and those who are tenants Ensure accurate and updated capturing of data on PERSAL Process leave gratuity and discounting applications Process on line withdrawal of pension benefits Quality assurance of application forms for resigned, retired and deceased officials Request PERSAL compliance reports Verify calculations of Subsistence & Travel claims and quality check all the attachments Capture and release state guarantees on PERSAL Administer leave matters: Conduct quarterly leave reconciliation for all programmes Facilitate implementation of PILIR in the department Draft correspondence on approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer Draft correspondence to employees regarding application for incapacity leave Serve as Departmental representative on PILIR steering committee.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/200 : **ACCOUNTING CLERK: (X3 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : Joe Gqabi Ref No: DRDAR 102/07/2021
Alfred Nzo Ref No: DRDAR 103/07/2021
Sarah Baartman District Ref No: DRDAR 104/07/2021

REQUIREMENTS : National Senior Certificate / NQF Level 4 qualification. Basic knowledge of financial functions and practices. Ability to capture data, operate computers and collate financial statistics Basic knowledge and insight of the Public Service financial legislation (PFMA, Treasury regulations, DORA, PSA, PSR, PPPFA, Financial Manual) and procedures Knowledge of basic financial operating systems (PERSAL, BAS and LOGIS).

DUTIES : Render Financial Accounting transactions: Receive invoices Check and verify invoices for correctness Conduct internal control Process invoices (e.g. capture payments) Filing of all documents Collection of cash Perform Salary Administration support service Receive salary advices Process salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.) Perform bookkeeping support services: Capture all financial transactions Clear suspense accounts Record debtors and creditors Process electronic banking transactions Compile journals Render budget support service: Collect information from budget holders Compare expenditure against budget Identify variances Capture virements on budgets Distribute documents with regard to the budget Receive and capture cash payments.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/201 : **PROVISIONING ADMIN CLERK: FLEET MANAGEMENT REF NO: DRDAR 105/07/2021**

SALARY : R173 703 per annum (Level 05)

CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate / NQF Level 4 qualification.
DUTIES : Coordinate utilisation of official and subsidised motor transport in the District
Co-ordinate fleet management services Compile trip authorities, logsheets and
accident and traffic fines reports Update logging on the system.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/202 : **PROVISIONING ADMIN CLERK: ACQUISITION MANAGEMENT REF NO: DRDAR 106/07/2021 (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate / NQF Level 4 qualification.
DUTIES : Bid administration services through compilation of bid documents Notification,
invitation and evaluation of bids / quotations / proposals provide secretariat
functions to Bid Committee Ensure compliance with all bid processes
Administer departmental policies concerning acquisition management Report
on progress or status of submitted quotations.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/203 : **PROVISIONING ADMINISTRATION CLERK: OFFICE SERVICES (X2 POSTS)**

SALARY : R173 703 per annum (Level 05)
CENTRE : Sarah Baartman District Ref No: DRDAR 107/07/2021
Humansdorp Ref No: DRDAR 108/07/2021
REQUIREMENTS : National Senior Certificate/ NQF Level 4 qualification.
DUTIES : Compilation of monthly, quarterly and annual reports Provide procurement services
Management of cleaning services Provide telephone and cellular phone services
Assist with catering and accommodation services Liaise with Department of Public
Works and Local Municipalities.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/204 : **PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: DRDAR 113/07/2021**

SALARY : R173 703 per annum (Level 05)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, /NQF level 4 with no experience Computer literacy.
Good writing skills and knowledge of PERSAL System.
DUTIES : Administer all activities and process dealing with leave of absence Process
service terminations Verify and upload pension documents on Pension Case
Management System (PCM) Process S&T and fuel claims Process GEHS and
Housing Rental Application forms. Process leave gratuity and leave
discounting on PERSAL Process Injury on Duty applications Process
Incapacity Leave and Ill Health Retirement applications.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/205 : **LAND ADMINISTRATION CLERK REF NO: DRDAR 114/07/2021**

SALARY : R173 703 per annum (Level 05)
CENTRE : Alfred Nzo District
REQUIREMENTS : Grade 12 / NQF Level 4 No experience required. A valid driver's license will be
an added advantage Computer literacy.
DUTIES : Receiving, Processing and Filling of applications Logistical arrangements for
land disputes meeting Minutes taking and general administration Management
of incoming and outgoing correspondence Information and documentation
management Any other relevant duties assigned by supervisor.

ENQUIRIES : Ms S. Nkokweni Tel No: 040 602 5062

POST 26/206 : **REGISTRY CLERK REF NO: DRDAR 125/07/2021**

SALARY : R173 703.per annum (Level 05)
CENTRE : Mpofu Training Centre
REQUIREMENTS : National Senior Certificate, / NQF Level 4 with no experience Knowledge of
registry procedures, policies and exposure to general Office Administration
Excellent interpersonal relations and communication skills Computer literacy

		Ability to maintain high level of professionalism, confidentiality and reliability Ability to work under pressure, independently and as part of a team Good office practice Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Perform a variety of administration duties such as opening of mail and distribution thereof to relevant office The drawing and distribution of files, maintenance of various registers in accordance with file plan and Electronic Document Management Manage the following office equipment's fax machines and photocopy machines with the District Office.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/207</u>	:	<u>LABORATORY ASSISTANT REF NO: DRDAR 115/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 281 per annum (Level 04) Chris Hani District (Queenstown Lab) National Senior Certificate, an appropriate qualification at Grade 12 / NQF level 4 Relevant experience at a Laboratory environment will be an added advantage Computer literacy The potential to learn to prepare materials and reagents for conducting laboratory tests Be willing to work with animals and animal material team work good communication skills.
<u>DUTIES</u>	:	The successful candidate will assist the Laboratory Technologists to carry out laboratory testing, analysis, preparation of reagents for laboratory testing Assist in conducting post-mortems and other duties relevant to the laboratory as assigned from time to time.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/208</u>	:	<u>TRACTOR DRIVER (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 281 - R171 138 per annum (Level 04) Dohne Ref No: DRDAR 122/07/2021 (X3 Posts) Mpofu Training Centre Ref No: DRDAR 123/07/2021 (X1 Post) Grade 10, Grade 12 will be an added advantage Driver's license code 8 or 10 Basics of tractor maintenance Previous relevant work experience of two years driving tractors Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Driving of tractor with the purpose of ploughing, cultivating land, cutting grass, loading instruments and equipment.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/209</u>	:	<u>DRIVER / OPERATOR REF NO: DRDAR 130/07/2021 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 281 per annum (Level 04) Dohne A minimum of Grade 10, Grade 12 will be an added advantage. A valid Code EC/EC1 driver's license with PDP is essential Relevant experience as a driver in the public service Good understanding of routes between towns or cities in the Eastern Cape Province as well as nationally Candidates will be subjected to a compulsory driving competency test.
<u>DUTIES</u>	:	Operate vehicles (such as LDVs, heavy duty motor vehicles, buses and extra heavy motor vehicles) in order to render a support services to all farm activities including the transportation of work teams on farm to various work stations Transport equipment, livestock and produce to various places Collect people, equipment, livestock, farming requisites from various places Ensure the timely reporting of defects to Mechanical Workshop in order to prevent further damage Assist with dispensing and receiving diesel and petrol Take responsibility to conduct and record farm vehicle check, month end kilometers and vehicles log batching Ensure the safe storage, cleaning and routine vehicles maintenance such as changing tires, checking water, oil and tire pressures etc.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/210</u>	:	<u>COMMUNITY ANIMAL HEALTH WORKER (X107 POSTS)</u>
<u>SALARY CENTRE</u>	:	R122 595 - R144 411 per annum (Level 03) Alfred Nzo District Ref No: DRDAR 116/07/2017 (X20 Posts) O.R. Tambo District Ref No: DRDAR 117/07/2021 (X14 Posts) Amathole District Ref No: DRDAR 118/07/2021 (X25 Posts) Chris Hani District Ref No: DRDAR 119/07/2021 (X30 Posts) Joe Gqabi District Ref No: DRDAR 120/07/2021 (X10 Post)

<u>REQUIREMENTS</u>	:	Sarah Baartman Ref No: DRDAR 121/07/2021 (X8 Posts) An appropriate qualification at a minimum of NQF level 3 (Grade 10) Experience of community dipping functions Animal Health experience will be an added advantage Candidates will be subjected to a competency assessment. Competencies: Ability to maintain high level of professionalism, confidentiality and reliability Ability to work under pressure Communication (verbal and writing) Initiative and good thinking abilities Decision Making.
<u>DUTIES</u>	:	Count and record cattle for dipping Ensure that water level for dipping is correct Mixing of dipping material Monitor dipping Clean entrance to dipping kraal and drainage area after each dipping Do minor dipping tanks repairs Ensure that dipping material is safeguarded Report to Animal Health Technician any defects and problems that need attention Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/211</u>	:	<u>FOOD SERVICE AID REF NO: DRDAR 127/07/2021 (X4 POSTS)</u>
<u>SALARY</u>	:	R122 595 per annum (Level 03)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate, or equivalent .Knowledge of Food services & food preparation, Operation of food processing equipment Basic health & safety measures in a health environment Hygiene & bacterial contamination control measures Basic literacy Ability to operate food processing equipment Ability to measure accurately.
<u>DUTIES</u>	:	Render catering services Follow menus and special diet plans: Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish Process/cook prepared ingredients for consumption Serve prepared food in the relevant crockery Ensure that portions served are according to the stipulated dietary allowances Pack food delivery trolleys and deliver to relevant areas in the health institution Ensure that the correct meals are delivered to the correct areas in the institution Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas Check that the correct number of cutlery and crockery have been returned to the kitchen Wash and dry used equipment, cutlery and crockery Perform quality checks to ensure that the cleaning process has been performed according to standard Pack and store clean food processing equipment Clean the food processing area at regular intervals during the day Perform regular checks to establish whether safety and sanitation standards are being adhered to Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062
<u>POST 26/212</u>	:	<u>FARM AID (X21 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	Mpofu Training Centre Ref No: DRDAR 124/07/2021 (X6 Posts) Dohne Ref No: DRDAR 126/07/2021 (X15 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, and related exposure to farming activities Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Rendering support necessary for effective operation of the farm.
<u>ENQUIRIES</u>	:	Ms S. Nkokweni Tel No: 040 602 5062

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.

<u>APPLICATIONS</u>	:	Head Office Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William's Town, 5605 Enquiries – Mr. Y. Dlamkile Tel No: 043 492 1386 or Mrs. R. E. Swartbooi Tel No: 043 492 0949 Mr. M. Tyhulu Tel No: 043 492 0942 (INTERNS) Chris Hani District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320 Hand deliver to: National Road, Komani Hospital, Office Park, Queenstown, 5319 Attention Mr. X. Kwanini Tel No: 045 492 0030 OR Tambo District: Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100 Hand deliver
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to human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. Attention Mr. Mdlangazi Tel No: 047 495 0671

Alfred Nzo District: 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 Attention Mr Gugwana Tel No: 039 492 0297

Buffalo City Metro District: Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 or Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201 Enquiries Ms. L. Xoseka Tel No: 043 492 2140

Joe Gqabi District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 or Hand deliver to: No. 02 Cole Street, Aliwal North : Attention Ms. N. Fiki Tel No: 051 492 4805

Sarah Baartman District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 or Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown. Attention Mr V Ketelo Tel No: 046 492 0223

Nelson Mandela District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 or Hand deliver to: 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth Attention Mr A Kitching Tel No: 041 492 1231 / 1230

CLOSING DATE
NOTE

: 16 August 2021 at 15H30
: Forward applications to the relevant centre and all applications should be accompanied by the new Z83 form which can be downloaded from the DPSA website. Should an individual wish to apply for a post on or after 01 January 2021, she/he will be required to submit the new application for employment form which can be downloaded on www.dpsa.gov.za – vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83) it will be not considered. Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV and copies of qualifications. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 26/213

: **CHIEF DIRECTOR: DISTRICT OPERATIONS REF NO: DSRAC 01/07/2021**

SALARY
CENTRE

: R1 251 183 per annum (Level 14)
: Head Office

REQUIREMENTS : Qualification and Experience: National Senior Certificate, A in Bachelor's degree in business/ public management / built environment or related disciplines at NQF level 7 as recognised by SAQA. Post graduate qualifications will be an added advantage. A minimum of five years of relevant managerial experience at a senior management level, with 10 years' experience in any core functions relating to the post The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/>. A valid code 08 driver's licence. Knowledge and Skills: Proven experience in program management and understanding of project management. Experience in the management of professional teams and stakeholders, preferably within the arts, culture, heritage, sport and recreation environment Advanced knowledge and understanding of the following acts: Government procurement system and related legislation (e.g. PPPFA and PFMA); Public Service Act; Occupational Health Safety Act and other related acts and regulations governing the public service Proven programme/project planning, budgeting Knowledge of the control and operational compliance Strategic capability and leadership skills Problem-solving and analysis skills Decision-making skills Team leadership skills People management skills Conflict management skills Planning and organisational skills Willingness to travel and work beyond normal hours Computer literacy and a driving licence.

DUTIES : Coordinate and support district operation services Contribute to the strategic management of the department through participation in the implementation of the policy, frameworks and standards for programme and reporting Contribute to overall business strategy and annual budget process by determining and delivering on departmental goals and objectives Coordinate the planning and development of infrastructure and community projects Manage the department's capital expenditure (CAPEX) and major renovation/rehabilitation/maintenance programmes Coordinate and manage the development of the business plans Oversee the implementation of the Expanded Public Works Programme (EPWP) and other infrastructure grant programmes Establish and maintain an effective planning, reporting, monitoring and evaluation system of projects Initiate innovative programme management processes and ensure that best practice in project management is continually developed and used Ensure programme and project reviews are regularly and effectively conducted to drive plan, monitor and control the delivery of programmes to schedule, budget and to the agreed quality level Coordinate and facilitate the establishment of economic benefits and opportunities for community projects Manage, a high performing and productive workforce and environment Provide oversight and ensure the participation of district personnel in district and local stakeholder management forums including district development forums Ensure adequate resource in all areas of the business are provisioned to deliver programmes Targeted: Females and persons with disabilities who meet the requirements will be given preference

ENQUIRIES : Y. Dlamkile Tel No: 043 492 1386

OTHER POSTS

POST 26/214 : **DEPUTY DIRECTOR: SPORT & RECREATION REF NO: DSRAC 02/07/2021**

SALARY CENTRE REQUIREMENTS : R869 007 per annum (Level 12), (An all-inclusive remuneration)
: Buffalo City Metro District
: National Senior Certificate, National Diploma / B. Degree NQF level 6/7 in the field of sport & recreation coupled with 3 years' experience in the field of sport & recreation of which 3 years must be at an Assistant Director 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. Facilitation 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.

ENQUIRES : L. Xoseka Tel No: 043 492 2140
NOTE : People with disabilities who meet the requirements will be given preference

POST 26/215 : **DEPUTY DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 03/07/2021**

SALARY : R869 007 per annum (Level 12), (An all-inclusive remuneration)
CENTRE : Buffalo City Metro District
REQUIREMENTS : National Senior Certificate, National Diploma / B. Degree NQF level 6/7 in the field of Arts and Culture/ Museum & Heritage/Libraries coupled with 3 years' experience in the field of Cultural Affairs of which 3 years must be at an Assistant Director level. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years' experience at Assistant Director Level. Knowledge of Government prescripts, Treasury Regulations, PFMA and policies. Good communication skills. Ability to meet deadlines. Must be able to analyse and implement policies. Knowledge of Arts and Culture, Museum & Heritage and Libraries prescripts. Problem- solving skills. Knowledge of finances and the budget process. Computer literacy. A valid code 8 driving licence.

DUTIES : Manage and provide leadership to Cultural Affairs which include Library & Information Services, Arts & Culture as well as Museum & Heritage. Develop and maintain strategic linkages with other government departments, municipalities and other relevant stakeholders. Manage the implementation of the district Operation Plan. Manage the budget of the component and align it with Strategic and Operation Plan of the Department. Manage Cultural Affairs resources. Manage and monitor all activities of Cultural Affairs in the District to ensure that the Departmental goals are achieved. Co-ordinate the implementation of Arts & Culture, Museums & Heritage as well as Library & Information Services Legislation and policies in the District.

ENQUIRES : L. Xoseka Tel No: 043 492 2140
NOTE : People with disabilities who meet the requirements will be given preference

POST 26/216 : **DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: DSRAC 04/07/2021**

: Re-Advertisement Previous applicants are allowed to apply again

SALARY : R733 257 per annum (Level 11), (An all-inclusive remuneration)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate, National Diploma / B. Degree (NQF level 6/7) in Public/Business Administration, Social Sciences or equivalent coupled with 3 years' experience at Assistant Director level in the field of developing, implementing policy, overseeing research and or in related field. Strong business acumen. Experience in analysing various types of information and identifying operational direction. Policy development and implementation. Experience of managing a team. Experience of testing and prototyping.

		Distinguished record of creativity and innovation. A valid code 08 driving licence.
<u>DUTIES</u>	:	Conduct varying internal and external quantitative and qualitative research and ensure accurate interpretation. Undertake and oversee qualitative research to benefit DSRAC's policy development. Oversee research interpretation and disseminate information to leadership and appropriate stakeholders. Work with provincial government counterparts and tertiary institutions in aspects of the delivery of the annual surveys including participating in various research projects and or committees. Oversee and collaborate in the development, administration, delivery of interpretation and analysis of external and internal surveys to inform DSRAC operational and strategy development outcomes. Lead the development of DSRAC's annual research plan. Stay abreast of market and industry trends in research and public policy as it relates to DSRAC. Developing and monitoring implementation of Policy Development and Management Framework in line with provincial and/or national policy frameworks. Developing, monitoring and implementation of departmental Innovation and Knowledge Management Strategy. Identifying policy issues in collaboration with operational areas/business units and horizontal policy coordination working groups; Providing policy advice and recommending policy priorities to senior management and operational areas, where appropriate. Managing, overseeing, coordinating and monitoring policy development, including the initial determination of the type of policy to be developed (strategic and or operational); Providing tools and guidance, including an inventory, for policy development; Ensuring alignment and validating conformity of policy instruments with DSRAC policy requirements and architecture; Convening and coordinating policy review processes; Communicating policy culture and policy management to DSRAC staff; Making editorial and/or administrative changes to policy instruments, as required; Conduct feasibility studies as may be required by the department and report progress to senior management.
<u>ENQUIRES NOTE</u>	:	R. Swartbooi Tel No: 043 492 0949
	:	People with disabilities who meet the requirements will be given preference
<u>POST 26/217</u>	:	<u>ASSISTANT DIRECTOR: SPORT AND RECREATION DEVELOPMENT REF NO: DSRAC 05/07/2021</u> Re-Advertisement Previous applicants are allowed to apply again
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum (Level 10), (An all-inclusive remuneration)
	:	Chris Hani District
	:	National Senior Certificate. National Diploma (NQF Level 6/7) in Sport Science/Human Movement Studies coupled with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving licence.
<u>DUTIES</u>	:	Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.
<u>ENQUIRIES NOTE</u>	:	X. T. Kwanini Tel No: 043 492 0030
	:	People with disabilities who meet the requirements will be given preference
<u>POST 26/218</u>	:	<u>ASSISTANT DIRECTOR: SPORT AND RECREATION DEVELOPMENT REF NO: DSRAC 06/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum (Level 10), (An all-inclusive remuneration)
	:	Buffalo City Metro District
	:	National Senior Certificate, National Diploma (NQF level 6/7 as recognised by SAQA) in Sport Management or Human Movement Science Studies with at least 3 years' experience in the field of recreation and at supervisory level or

SL 7/8. Knowledge of sport and recreation related government prescripts in particular those focusing on sport and recreation development, such as National Sports Plan. Sound knowledge of MPP grant framework, knowledge of Public Service Act, Public Service Regulation, Employment Equity Act, Public Service Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management Development System (EPMDS) and other applicable government prescripts. Planning, organizational, communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A valid code 08 driver's license.

DUTIES : Assist in management of sub-directorate staff and implementation of EPMDS. Assist in managing budget, compile business plans and operational plan for recreation section. Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub-directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the system of the department. Facilitate the process of recreation development, transformation working with recreation structures, and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Assist in managing and eliminating risk hazards within the section being guided by the policies of the department and public service regulations. Assist manage the coordination of activities and festivals at hub, local and district levels. Facilitate programmes that promote moral regeneration and a healthy lifestyle.

ENQUIRIES : L. Xoseka Tel No: 043 492 2140

NOTE : People with disabilities who meet the requirements will be given preference

POST 26/219 : **ASSISTANT DIRECTOR: VISUAL ARTS (X3 POSTS)**

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

CENTRE : Alfred Nzo District Ref No: DSRAC 07/07/2021

OR Tambo District Ref No: DSRAC 08/07/2021

Buffalo City Metro District Ref No: DSRAC 09/07/2021

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6/7 as recognised by SAQA) in Fine Arts with at least 3 years relevant experience within an Arts & Culture environment with 3 years' experience at supervisory level or SL 7/8. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organizational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 Driving license.

DUTIES : Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions for visual arts, crafts and cultural structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Facilitate the rolling out of visual arts, craft and culture services. Coordinate development of visual arts, craft and culture policies. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the artists as a non-profit entity. Coordinate collation of reports. Management of administration support. Give input in the development of strategic, business and procurement plans. Compile monthly and quarterly reports. Facilitate financial resources (procurement of goods and services) Facilitate all administrative related issues for the core business of the unit.

ENQUIRIES : Alfred Nzo District: M. Gugwana Tel No: 039 492 0297

OR Tambo District: S. Mdlamgazi Tel No: 047 495 0671

BCM District: L. Xoseka Tel No: 043 492 2140

NOTE : People with disabilities who meet the requirements will be given preference

<u>POST 26/220</u>	:	<u>ASSISTANT DIRECTOR: CULTURE REF NO: DSRAC 10/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum (Level 10), (An all-inclusive remuneration) Head Office National Senior Certificate, National Diploma (NQF level 6/7 as recognised by SAQA) in Fine Arts with at least 3 years relevant experience at supervisor's level SL 7/8 within a Culture environment. A good understanding of the relevant government regulatory framework. Knowledge of Public Service Legislation, Policies, Prescripts and Procedures. Management Skills. Knowledge of Batho Pele Principles. Knowledge of the Visual Arts, Craft and Design Sectors. Knowledge of Government strategies to use the Arts to grow the economy. Computer literacy. Good communication skills. Sound organizational skills. Project Management. Report writing. People management. Customer / Client Orientated approach. Ability to work under pressure and independently. A valid code 08 Driving license.
<u>DUTIES</u>	:	Coordinate cultural programs in the community art centres. Consolidate all the plans for Community Art Centres. Plan, facilitate and implement the showcase of Art Festivals. Facilitate partnership programs with stakeholders. Coordinate capacity building for artists. Ensure skills analysis for artists. Facilitate. Developmental sessions for stakeholders. Coordinate platforms for artists in significant days. Facilitate the participation of artists in signification days. Facilitate and assist artists to participate in cultural festivals. Promote Culture and Indigenous knowledge systems. Monitor the culture of circumcision and rites of passage. Facilitate awareness campaigns on circumcisions. Facilitate moral regeneration movement.
<u>ENQUIRES NOTE</u>	:	R. Swartbooi Tel No: 043 492 0940 People with disabilities who meet the requirements will be given preference
<u>POST 26/221</u>	:	<u>ASSISTANT DIRECTOR: MUSEUM REF NO: DSRAC 11/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum (Level 10), (An all-inclusive remuneration) Head Office Senior Certificate, National Diploma (NQF level 6/7 as recognised by SAQA) in History, Archaeology, Anthropology, Sociology or Social Science (Historical/Heritage Studies) with 3 years' experience working in a Museum (Specifically in a museum Environment) with 3 years' experience at supervisory level or SL 7/8. Knowledge of government prescripts and policies in Heritage and Museum. Good presentation skills. Good verbal and written communication skills. Good interpersonal skills. A valid code 08 driving licence.
<u>DUTIES</u>	:	Coordinate administration and management of heritage resources in the province in terms of relevant legislative framework. Facilitate liaison with relevant national departments, local government, national and international agencies and institutions on heritage matters in order to impact positively on conservation and management of heritage resources in the province. Facilitate transformation of heritage landscape in the Eastern Cape. Facilitate celebration and commemoration of National Days and Significant Heritage Events in the Eastern Cape. Facilitate restoration of existing heritage resources and construction of new memorials to promote nation building, reconciliation, unity and social cohesion. Facilitate exhumation, repatriation and burial of remains of victims of conflict. Facilitate protection and repatriation significant heritage objects. Facilitate promotion of national symbols and orders. Raise community awareness and disseminate information to stakeholders on all matters pertaining to heritage management in the Province. Work in partnership with other directorates in the department to ensure coordinate and integrated approach to service delivery. Facilitate development, management and promotion to service delivery. Facilitate development, management and promotion of the Eastern Cape Resistance and Liberation Heritage Route. Manage the sub-Directorate of Heritage Services.
<u>ENQUIRES NOTE</u>	:	R. Swartbooi Tel No: 043 492 0940 People with disabilities who meet the requirements will be given preference
<u>POST 26/222</u>	:	<u>ASSISTANT DIRECTOR: HRM – CONDITIONS OF SERVICE & REMUNERATION REF NO: DSRAC 12/07/2021</u>
<u>SALARY CENTRE</u>	:	R376 596 per annum (Level 09), (An all-inclusive remuneration) Head Office

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6/7 as recognised by SAQA) Human Resources Management / Human Resource Administration / Industrial Psychology / Public Administration / Business Management with at least 3 years relevant experience at supervisor's level SL 7/8 within Human Resources management environment. A good understanding of the relevant government regulatory framework. Knowledge of HR policies. Good knowledge of Persal System, Pension Case Management, Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in 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>	:	Facilitate HR Personnel Provisioning matters. Coordinate and monitor appointment process. Coordinate payment of claims and allowances. Administer and monitor transfers and adjustments of employees. Monitor claims of pay progression and performance bonuses. Administer compliance of Internal Controls. Provide support to auditing process. Facilitate administration matters. Give input in the development of strategic, business and procurement plans. Facilitate EPMDS for staff. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Administer attendance register and leave records of staff. Employee should be able to interpret and understand regulatory framework relating to employee benefits, including the OSD. Employee would constantly liaise with the Provincial Treasury / OTP on matters relating to the appointment of employees.
<u>ENQUIRES NOTE</u>	:	R. Swartbooi Tel No: 043 492 0940
<u>POST 26/223</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSRAC 13/07/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09), (An all-inclusive remuneration)
	:	Head Office
	:	National Senior Certificate, Bachelor`s Degree NQF level 7 in Accounting / Finance / Auditing. At least 3 years in Financial Management of which at least 3 years` experience must be at supervisory level or SL 7/8. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Good Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Customer / Client Orientated Approach. Time Management. Ability to work under pressure and independently. A valid code 08 Driving license.
<u>DUTIES</u>	:	Perform Pre-Audit and Financial Control Operations. Monitor and issue the internal control certificate of approval to order goods/services and exercise control on effective and efficient implementation of procurement policies, processes and procedures. Monitor and pre-audit payment documents/vouchers for sub-programmes/ various sections of the department and ensure compliance with financial prescripts, treasury regulations, and legislative framework. Ensure order of goods and services are in compliance with Procurement Procedures and Financial Delegations. Ensure salary related payments are pre-audited and paid correctly. Ensure that BAS and Logis payment vouchers are pre-audited and comply with Legislative Framework. Verify budget availability and expenditure allocations in all commitments and payment transactions. Render finance record services. Manage filing of payment vouchers/documents in the finance registry. Provide support to the finance registry officials. Ensure that information can be identified and retrieved when required, by providing a well-structured records classification systems and records keeping systems. Ensure that all records are kept in a safe custody. Strict compliance with all applicable legislation and regulation. Facilitation of the risk and audit process. Ensure access to the financial records for the Internal Audit Unit and Auditor General. Assist in the compilation of the Audit Intervention Plan for the department. Consolidate the

progress report on the Audit Intervention Plan and submit to Provincial Treasury. Assist in the facilitation of risk assessment for the finance directorate. Assist in the development of risk register and action plan of the finance directorate. Ensure proper maintenance of irregular, unauthorized, fruitless & wasteful expenditure. Identify and record irregular, unauthorised, fruitless and wasteful expenditure. Report and compile the register of irregular, unauthorized, fruitless & wasteful expenditure to the accounting officer and provincial treasury. Provide inputs on the preparation of interim and annual financial statements. Facilitate administration matters. Give input in the development of strategic, business and procurement plans. Facilitate EPMDS for staff. Ensure development of staff training needs. Facilitate financial and human resources. Administer attendance register and leave records of staff.

ENQUIRES : R. Swartbooi Tel No: 043 492 0940
NOTE : People with disabilities who meet the requirements will be given preference

POST 26/224 : **ARTISAN – CARPENTRY REF NO: DSRAC 14/07/2021**

SALARY : R190 653 per annum, (OSD), (An all-inclusive remuneration)
CENTRE : Bayworld Museum
REQUIREMENTS : National Senior Certificate. An appropriate trade test certificate and experience in Carpentry; ability to read and interpret plans/specifications. Technical analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical Report writing. Production, process knowledge and skills. Driver's license will be an added advantage.

DUTIES : General carpentry repairs and maintenance. To design, construct and install new display cases or office furniture. Do costing for new display projects. Perform administrative and related functions. Compile and submit report. Keep and maintain job record / register. Mentor staff. Record keeping.

ENQUIRIES : I. Daniels Tel No: (041) 584 0650
NOTE : People with disabilities who meet the requirements will be given preference

POST 26/225 : **ARTISAN – ELECTRICAL REF NO: DSRAC 15/07/2021**

SALARY : R190 653 per annum, (OSD), (An all-inclusive remuneration)
CENTRE : Albany Museum
REQUIREMENTS : National Senior Certificate. An appropriate trade test certificate (Electrician) Engineering and experience in Electrical maintenance environment. Wireman's licence will be an added advantage. Fault-finding techniques/ analytical skills. Written and verbal communication skills. Risk assessment skills. People networking skills. Ability to read and interpret plans/specifications. Technical analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical Report writing. Driver's license will be an added advantage.

DUTIES : Accountable to ensure that the museum buildings and sites are in working order from an electrical perspective in order to minimise downtime and faults. Perform effective maintenance, identify, and repair breakdowns timeously and accurately. Accountable to regularly perform proactive maintenance on electrical equipment and circuits to deter any failures. Accountable to regularly perform planned maintenance on equipment and electrical circuits. Strictly adhere to all SHEQ legislation regarding safety and machine maintenance. Accountable to liaise with buyers where necessary to ensure that the correct equipment and spares are available at all times for the plant. Assist others where necessary in the maintenance of equipment and machinery and train other staff on the job where required. Perform standby duties and work flexible shifts. Compile and submit report. Keep and maintain job record / register. Mentor staff. Record keeping.

ENQUIRIES : M. Vabaza Tel No: 046 623 2312
NOTE : People with disabilities who meet the requirements will be given preference

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

NOTE : Requirements To Applicants A minimum Degree/ National Diploma with no work experience Applicants must be less than 35 years of age and must not have participated in any government prior Internship Programme. Candidate from the Eastern Cape Province shall be given preference Good Communication (Verbal and Written) & Computer Skills Fully completed New

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

OTHER POSTS

- POST 26/226** : **INTERN: MUSEUM & HERITAGE REF NO: CH 16/07**
- STIPEND** : Will be between R6 083.70 per month (@ Diploma/Degree/Honours)
CENTRE : Chris Hani District
REQUIREMENTS : National Diploma / Degree – History / Heritage Studies / Anthropology / Sociology / Museology / Gis / Geography & Environmental Management
ENQUIRIES : Mr. M. Tyhulu Tel No: 043 492 0942 / 0279
- POST 26/227** : **INTERN: ARTS & CULTURE (X5 INTERNS)**
- STIPEND** : Will be between R6 083.70 (@ Diploma/Degree/Honours)
CENTRE : BCM District: Ref No: BCM 17/07/2021
 Joe Gqabi District: Ref No: JG 18/07/2021
 Nelson Mandela District: Ref No: NM 19/07/2021
 Or Tambo District: Ref No: OR 20/07/2021
 Amathole District: Ref No: AD 21/07/2021
REQUIREMENTS : National Diploma / Degree in Visual and Performing Arts Specialising In Language / Music / Dance /Speech & Drama/ Art & Film
ENQUIRIES : can be directed to: Mr. M. Tyhulu Tel No: 043 492 0942 / 0279
- POST 26/228** : **INTERN: SPORT & RECREATION (X6 INTERNS)**
- STIPEND** : Will Be Between R6 083.70 (@ Diploma/Degree/Honours)
CENTRE : Alfred Nzo District: Ref No: AN 22/07/2021
 Sarah Baartman District: Ref No: SB 23/07/2021
 Buffalo City Metro District: Ref No: BCM 24/07/2021
 Amathole District: Ref No: AD 25/07/2021
 Joe Gqabi District: Ref No: JG 26/07/2021
 OR TAMBO District: Ref No: ORT 27/07/2021
REQUIREMENTS : National Diploma / Degree - Human Movement Studies/ Sport Management & Marketing / Sport Science
ENQUIRIES : Mr. M. Tyhulu Tel No: 043 492 0942 / 0279
- POST 26/229** : **INTERN: HUMAN RESOURCE MANAGEMENT REF NO: CH 28/07 2021**
- STIPEND** : Will be Between R6 083.70 (@ Diploma/Degree/Honours)
CENTRE : Head Office

REQUIREMENTS
ENQUIRIES

: National Diploma / Degree – Human Resource Management
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