

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

- APPLICATIONS** : 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. Applicants must apply using eRecruitment system which is available on <https://erecruitment.ecotp.gov.za/>, [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/>. To report technical glitches and/or for assistance regarding the system, send an email to: [Nolungalungisa.nelani@ecotp.gov.za](mailto:Nolungalungisa.nelani@ecotp.gov.za) (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) and not as specified above – your application will be regarded as lost and will not be considered.
- CLOSING DATE** : 26 November 2021
- NOTE** : Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) or <http://www.ecprov.gov.za> which usually must be signed as an unsigned Z83 form disqualifies an application, BUT, currently on the e-recruitment system, the Z83 is not downloadable and is unusable, therefore, applicants applied via the system will not be disqualified (until further notice). Z83 form should be accompanied by a recently updated comprehensive CV with at least two (2) contactable referees 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. 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 40/65** : **DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: OTP 01/11/2021**
- SALARY** : R1 057 326 per annum (Level 13), all-inclusive package
- CENTRE** : Bhisho
- REQUIREMENTS** : An NQF 7 Degree in Social Science, Public Administration, Communications and Public Relations as recognized by SAQA with minimum 5 years' experience at a middle managerial level in intergovernmental relations, stakeholder relations, public relations, communication or public administration. Knowledge of relevant

legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act, and White Paper on Local Government. Skills in Applied Strategic Thinking, Administration, Problem solving, Communication, Client-orientation, Project Management and Coordination/Facilitation of intergovernmental relations, planning cycles of all spheres of government and political dynamics & awareness. A valid driver's license.

**DUTIES**

: Manage the development, implementation and review of provincial intergovernmental relations strategy, policies and programmes. Manage the revision and review of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Coordinate the roll out of the Provincial IGR strategy to local level. E.g Districts, Metros and local municipalities. Coordinate the Premier's Coordinating Forum (PCF) on a quarterly basis in compliance with the IGR Framework Act of 2005. Facilitate the development and the submission of reports as per the agenda of the Presidential Coordinating Council and Forum of the South African Director Generals (FOSAD) and prepare the required documentation for the PCC and FOSAD. Coordinate the establishment of Inter-Governmental Relations Structures in the province. Monitor and evaluate the functionality of IGR structures in the province, identify and escalate unresolved issues to the agenda of the PCF (MUNIMEC, DIMAFO and Local IGR Forums). Provide support to intergovernmental service delivery initiatives: Facilitate the submission of service delivery reports to enable oversight. Coordinate the meetings with stakeholders such as sector departments, state entities and municipalities to evaluate progress on service delivery initiatives and interventions. Facilitate the participation of all relevant stakeholders in service delivery initiatives. Provide coordination support to national and provincial calendar programmes and other initiatives. Manage the provision of support to IGR structures: Develop and implement training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels). Manage the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Coordinate the organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Manage the participation by national, provincial government departments and State Entities (ESKOM) in local IGR structures and report defaults thereof. Coordinate the provincial IGR Forum to facilitate integrated planning between national and provincial departments and all local municipalities. Manage area of responsibility: Review Intergovernmental Relations performance and make recommendations to improve the efficiency and effectiveness. Report on Intergovernmental Relations information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Intergovernmental Relations. Develop and implement service delivery improvement programmes. Ensure that performance agreements and development plans are developed and implemented for all staff in the Intergovernmental Relations within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: can be directed to: Ms. N. Mafu at 082 562 2347

## OTHER POSTS

**POST 40/66** : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE OPERATIONS REF NO: OTP 02/11/2021**

**SALARY** : R869 007 per annum (Level 12), (all-inclusive package)  
**CENTRE** : Bhishe  
**REQUIREMENTS** : Bachelor's degree in IT or related at NQF level 7 with at least 3 years' practical experience as an Assistant Director in the ICT Networking/Infrastructure environments. Certifications in Network+, and Cisco Networks is a requirement. Knowledge: IT Risk management, ICT Governance Frameworks, and practices like; CoBIT5, ITIL and ISO standards. Practical knowledge of ICT network infrastructure requirements. ICT network planning, designing and architecture. Project management, Disaster Recovery planning and Business Continuity Services. Information Security Services. Batho Pele Principles Skills and Knowledge of ICT Budgeting. A valid code 08 driver's license is required. Training in CompTIA Network+ and CCNP Professional Certifications, Security+ and Cloud+ will be advantageous. ITIL4 Intermediate Level certification is advantageous.

**DUTIES** : Coordinate the specification development for and maintenance of ICT infrastructure specifications: Evaluate development in ICT technology to determine applicability of new technology on the ICT environment. Coordinate and confirm the drafting of ICT infrastructure specifications by client departments. Coordinate and conduct regular site inspections to determine ICT Infrastructure requirements. Monitor adherence by service providers to the agreed ICT Infrastructure specifications. Evaluate and confirm ICT Infrastructure related problems are identified by monitoring the software tool and logging calls timeously and effectively. Manage the maintenance and distribution of core switches to ensure the software is regularly updated. Confirm that Network Access Points in the Provincial departmental buildings are configured and properly installed. Maintain virtual LAN for provincial departments. Coordinate the provision of ICT infrastructure, cabling installations and network designs for provincial networks: Validate the approved ICT Infrastructure is implemented effectively. Maintain adherence to the approved Provincial ICT Infrastructure. Coordinate the installation and upgrading of local and Wide Area network (LAN and WAN). Assist with the submission of projects planned for the financial year to DRPW. Assist with the development of the project schedule in consultation with DRPW for the financial year that will be reported to Provincial GITOC monthly. Perform site visits to make sure that new installations conform to the Provincial network's standards. Manage and control of ICT infrastructure assets: Manage and confirm that the ICT infrastructure asset register is regularly updated to validate the accuracy of the form. Confirm the completion of the asset movement/transfer forms and submission to the supply chain monthly. Coordinate the ICT infrastructure asset verification that is performed (with SCMU) for the purposes of updating the asset register. Manage the allocated resources sub-directorate.

**ENQUIRIES** : can be directed to: Ms. N. Mafu at 082 562 2347

**POST 40/67** : **DEPUTY DIRECTOR: ICT SOLUTION ARCHITECT REF NO: OTP 03/11/2021**

**SALARY** : R733 257 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Bhishe  
**REQUIREMENTS** : An NQF level 7, IT-related degree with a minimum of 3 – 5 years at an Assistant Director level, of which a minimum of 2 years should be in Planning, Designing, Architecting, and/or Implementing (Project-Management) ICT Technical Solutions. Professional qualifications: Microsoft Certified Solution Expert (MCSE); Productivity, elective Deploying Enterprise Voice with Skype for Business. Microsoft-accredited International certificate only. Finalist candidates without this MCSE certificate will be subjected to the Microsoft Exam 70-333 to assess technical competency in architecting Voice and Unified Communications solutions. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Active Listening and Learning, Analytical/Critical thinking, Writing,

**DUTIES**

Speaking. Personal Attributes: Confidentiality, Performance Driven, Attention to detail.

: ICT Architecture Management: Develop representation of the technical building blocks that make up the Department and their inter-relationships as well as the principles guiding their ICT design; Establish and maintain a common technology architecture; Define requirements for taxonomy, standards, guidelines, procedures, templates and tools, and provide a linkage for these components; Improve alignment, increase agility, improve quality of information and generate potential cost savings through initiatives such as re-use of building block components. Project Management: Establish and maintain a formal, approved integrated project plan framework; Eliminate or minimise specific risk associated with programmes and/or projects; Measure project performance against key project performance criteria; Manage project work packages by placing formal requirements on authorising and accepting work packages, and assigning and co-ordinating appropriate business and IT resources; at the end of each project, release or iteration, require the project stakeholders to ascertain whether the project, release or iteration delivered the planned results and value. Requirements Definition: Based on the business case, identify, prioritise, specify and agree on business information, functional, technical and control requirements; Perform a feasibility study of potential alternative solutions; Identify, document, prioritise and mitigate functional, technical and information processing-related risk; Co-ordinate feedback from affected stakeholders and, at predetermined key stages. Solutions Management: Develop, document high-level designs and elaborate detailed designs progressively using agreed-on and appropriate phased or rapid agile development techniques; Procure solution components based on the acquisition plan in accordance with requirements and detailed designs; Install and configure solutions and integrate with business process activities; Establish a test plan and required environments to test the individual and integrated solution components; Track the status of individual requirements throughout the project life cycle. Change-Acceptance Management: Establish an implementation plan; Prepare for business process, IT service data and infrastructure migration; Promote the accepted solution to the business and operations; Provide early support to the users and IT operations; Conduct a post-implementation review to confirm outcome and results. Knowledge Management: Devise and implement a scheme to nurture and facilitate a knowledge-sharing culture; Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services; Organise information based on classification criteria; Propagate available knowledge resources to relevant stakeholders; Measure the use and evaluate the currency and relevance of information - retiring obsolete information.

**ENQUIRIES**

: can be directed to: Ms. N. Mafu at 082 562 2347

**POST 40/68**

: **ASSISTANT DIRECTOR: APPLICATIONS ADMINISTRATOR REF NO: OTP 04/11/2021**

**SALARY CENTRE REQUIREMENTS**

: R376 596 per annum (Level 09)  
: Bhishe  
: A Degree/ Diploma in IT or related at NQF level 7 with 4 to 5 years' experience in ICT Professional Networking and Server Administration and a minimum of 1 year in supervision of ICT Networking staff will be advantageous. Certifications in MCSA, and Cisco Networking is requirement. An understating and practical experience in the Service Desk environment is a required. Knowledge: Deployment of Cisco LAN & WAN technologies. Designing of Wireless LAN infrastructure. Implementation of Controller and AP High Availability, Wireless Bridging (MESH), Secure Distribution System Connectivity Services on the Wireless Infrastructure, Client Device Security. Deployment of Microsoft 365 services in a hybrid LAN and M365 services access. Deployment of exchange Online and Active Directory in a hybrid environment. Batho Pele Principles Skills and Basic knowledge of Budgeting. A valid code 08 driver's license is required. Training in CompTIA, Network+ and CCNP Professional Certifications, Security+ and Cloud+ will be advantageous.

**DUTIES**

: Advanced training in the deployment of the Microsoft 365 environment at an enterprise level. ITIL4 Intermediate Level certification be advantageous.  
Design, deploy, secure, and troubleshoot LAN and WLAN: Design the Infrastructure of the Wired/Wireless Network for Mobility and Troubleshooting Methodology. Deploy, configure and secure network services. Troubleshoot Wireless APs, Switches, Routers, Servers, and Controllers and monitor network availability and performance issues. Provision, plan and implement networking and security in MICROSOFT 365: Provision tenants: Configure the Microsoft services' tenant name, tenant region, global administrator; manage tenant subscriptions; and manage the licensing model. Add and configure custom domains, Plan pilots, Configure DNS records for services. Administer rights management (RM) on the network. Manage administrator roles in Microsoft 365 and Enable client connectivity to Microsoft 365. Manage cloud identities, DIRSYNC, SINGLE-SIGN-ON (SSO): Manage user and security groups on Cloud and On-Prem services. Configure DirSync on the environment. Manage MS Active Directory users and groups with DirSync in place. Configure appropriate secure password management. Manage, monitor, and troubleshoot Office 365 availability, usage, clients and end-user devices: Manage IT deployments of Microsoft 365 Services and Monitor M365 services health status. Analyse service reports, mail protection reports, Evaluate the mail and account audit logs and, portal email hygiene reports. Plan user consumption and isolate all service interruptions. Configure and plan the deployment of security patches to the departmental environment. Plan and configure exchange online and on-PREM exchange for end users: Configure additional email addresses for users' needs. Manage the configuration of email archive, phishing, antimalware and anti-spam policies. Plan for the hybrid-deployment of exchange online. Maintain a fully functioning On-Prem emailing system. Manage the system center configuration manager and Intune: Plan and manage the deployment of virtual, desktops and mobile applications. Manage the implementation of software updates, compliance settings and end-point protection settings. Manage the software inventory using the Configuration Manager System and deploy new updates as required. Provision SharePoint online site collections, ONEDRIVE and MS TEAMS: Manage the deployment of MS Teams virtual environment and OneDrive to end-users. Configure SharePoint sites for the organization. Configure external user sharing and SharePoint site collection to enable effective collaboration. Plan a collaboration solution: Yammer versus newsfeeds, coauthoring, Project Online, access files across multiple client devices (for example, migrate files to OneDrive for Business), Excel services, Visio services, App Store, and the need for enterprise eDiscovery. Manage the Allocated Resources.

**ENQUIRIES**

: can be directed to: Ms. N. Mafu at 082 562 2347

**POST 40/69**

: **ASSISTANT DIRECTOR: USER SUPPORT REF NO: OTP 05/11/2021**

**SALARY**

: R376 596 per annum (Level 09)

**CENTRE**

: Bhisho

**REQUIREMENTS**

: An NQF level 7 IT-related diploma/degree with 5 years' professional experience. A minimum of three (3) years should be in IT Service Management managing technical staff. Professional qualifications: Required - ITIL V3 Practitioner is a minimum requirement. Advantageous - Microsoft Course 10965 (or later) IT Service Management with System Center Service Manager, ITIL V4 Managing Professional. Key Competencies: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Project Management, People Management, Planning and Execution, Interpersonal Relations, Analytical Thinking, Good Communication Skills, Computer Literate. Personal Attributes: Communication and Information Management, Manage interpersonal conflict and resolving problems, Planning and Organizing, Problem Solving and Decision Making, Developing Others and Continuous Improvement.

**DUTIES**

: Establish a Service Desk function: To register, communicate, dispatch, and analyses all calls, reported incidents, service requests and information demands. Monitoring and escalation procedures based on agreed-upon service levels relative to the appropriate SLA allowing classification and prioritization of any

reported issue as an incident, service request or information request. Measure end users' satisfaction with the quality of the service desk and IT services. Operate an electronic system tool to allow logging and tracking of calls, incidents, service requests and information needs, that integrates incident management, problem management, change management, capacity management and availability management. Classify incidents according to a business and service priority and routed to the appropriate problem management team, where necessary. Keep customers informed of the status of their queries. Establish service desk procedures, so incidents that cannot be resolved immediately are appropriately escalated according to limits defined in the SLA and, if appropriate, workarounds are provided. Establish procedures for the timely monitoring of clearance of customer queries, that; ensures that the service desk records the resolution steps, confirms that the action taken has been agreed to by the customer, records and reports unresolved incidents (known errors and workarounds) to provide information for proper problem management. Produce reports of service desk activity to enable management to measure service performance and service response times and to identify trends or recurring problems, so service can be continually improved. Maintain the Service Desk function: Provide an IT service desk as a single point of contact -1st & 2nd Level (break-fix) and support for distribution, installation, operations, and troubleshooting in a distributed computing environment such as IT services. Ensure IT support cases are resolved on time and completed or escalate to 3rd Level where required. Provide high level technical solutions and support services to end users. Assign work to technical staff to ensure timely and effective response to user needs. Implement and maintain an ICT assets management system: Maintain an up-to-date and accurate record of all IT assets required to deliver services and ensure alignment with configuration management and financial management. Identify assets that are critical in providing service capability and take steps to maximize their reliability and availability to support business needs. Manage assets from procurement to disposal to ensure that assets are utilized as effectively and efficiently as possible and are accounted for and physically protected. Regularly review the overall asset base to identify ways to optimize costs and maintain alignment with business needs. Manage software licenses so that the optimal number of licenses is maintained to support business requirements and the number of licenses owned is sufficient to cover the installed software in use. Manage customer relations: Implement and monitor end user experience on IT services and support rendered. Gather monthly end user feedback through helpdesk reports, survey and interviews and conducts half-yearly survey. Follow-up on support issues with dissatisfied customers to ensure that problems are resolved. Manage the allocated resources of the Chief 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 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 timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

**ENQUIRIES** : can be directed to: Ms. N. Mafu at 082 562 2347

**POST 40/70** : **ASSISTANT DIRECTOR: FINANCIAL RECORDS AND ACCOUNTING REF NO: OTP 06/11/2021**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, NQF Level 7 Degree recognised by SAQA in Accounting Management or any related field. Minimum three (3) years' experience in Financial Records & Accounting space or relevant area. In depth understanding

		of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA and Financial Manual. Knowledge of the Financial Management Systems (PERSAL, BAS & LOGIS).
<b><u>DUTIES</u></b>	:	Assist in the administration of departmental assets and liabilities account: Facilitate the authorisation and debtor collections. Follow up and clear all outstanding inter-departmental debts and balances accurately and timeously. Coordinate the recording and collecting of the inter-department balances. Authorise the debt take-on forms weekly to ensure compliance and accuracy. Assist in the monitoring of financial records and ensure records properly filed. Provision of support in managing suspense accounts services: Provide support in the management of reconciliation of suspense accounts. Render support in the monitoring and control age analysis of suspense account and interdepartmental claims and submit to provincial Treasury. Support the maintenance of credible book of accounts. Support the management of bank reconciliation services: Support the management of reconciliation of banking transactions. Support the monitoring and control clearance of the exemption account. Facilitate and coordinate the monthly and year-end closure of books in BAS. Confirm compliance with treasury Circular 1 and 3. Support the management of financial accounting and reporting services: Support the compilation of monthly, quarterly and annual financial reports. Support in the coordination and review interim and annual financial statement in line with the prescribed Financial Statements guidelines and in accordance with GRAP. Assist in the review of financial information submitted for the purpose of the preparation and compilation of annual and interim financial statements in accordance with modified cash standards. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Ms. N. Mafu at 082 562 2347
<b><u>POST 40/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: OTP 07/11/2021</u></b> (Re-Advertisement: those who previously applied are encouraged to apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09)
	:	Bhisho
	:	National Senior Certificate, NQF 7 (Degree or B-Tech) qualification certificate as recognized by SAQA in Financial Accounting/Financial Management/Public Finance or any other related field with a minimum of three years' experience in Financial Management or Financial accounting environment. Knowledge of legislation, regulations and policies that governs the Public Service, knowledge & application of Public Finance Management Act. Financial Accounting, Investment and cash management. Knowledge of BAS System.
<b><u>DUTIES</u></b>	:	To render Bas system support in the department: Assist in the creation of new segment detail structure for purposes of budget capturing and PERSAL integration. Assist in the maintenance of user account management i.e. Security profile. Assist as a communication link between national treasury and the department. Provide Bas training to users so as to provide better understanding of the system to users. Render support in auditing exception reports for efficient monthly BAS closure: Monitor BAS ledger accounts. Monitor bank and PERSAL exceptions. Prepare weekly and monthly financial reports: Preparation of weekly and monthly cash-flows in order to make sure that funds are available on the Departmental bank account; ensure that Departmental bank account is not over drawn. Confirm Exchequer releases, to ensure that cash requested by the Department from Cash management reconciles. Conduct revenue reconciliation for purposes of financial year end. Perform various activities that contribute to the preparation of banking instructions. Manage the allocated resources of the sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Ms. N. Mafu at 082 562 2347
<b><u>NOTE</u></b>	:	This post is earmarked for a person with disability.

<b><u>POST 40/72</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: FINANCIAL RECORDS &amp; ACCOUNTING REF NO: OTP 08/11/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 08) Bhisho National Senior Certificate and a National Diploma in Financial Accounting / Financial Management or any other related field. Three (3) years' experience within a financial management environment.
<b><u>DUTIES</u></b>	:	Facilitate the clearance of suspense accounts and bank exceptions: Facilitate clearance of bank exception on monthly basis. Assist the clearance of suspense accounts. Compile post adjustment journals and daily journals. Check and report misallocations on suspense accounts. Assist preparation of bank reconciliation. Administer safekeeping of financial records: Record file debt take-on and journals. Verify journals to ensure that they are in order. Prepare monthly reconciliation of suspense accounts. Collate and collect the financial information from stakeholders. Prepare interim and annual financial statements working paper file. Supply of financial records required by Auditor-General, departmental staff and Internal Audit. Coordinate general administration in the unit: Confirm availability of operational tools and materials for officials to discharge duties accordingly. Coordinate team meetings monthly. Compile monthly report for attention of the unit director. Assist with compilation of employee claims of the unit (e.g. S&T, fuel).
<b><u>ENQUIRIES</u></b>	:	can be directed to: Ms. N. Mafu at 082 562 2347

**DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

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

<b><u>APPLICATIONS</u></b>	:	Joe Gqabi Region (Sterkspruit): Post to Department of Public Works & Infrastructure, Private Bag X5002, Sterkspruit, 9762, alternatively applications can be forwarded to: e-recruitment-joeqqabi@ecdpw.gov.za
<b><u>FOR ATTENTION</u></b>	:	Ms N.H Malgas
<b><u>CLOSING DATE</u></b>	:	26 November 2021
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Application for Employment Form (Z83) effective 01 January 2021 obtainable from any Public Service Department go to <a href="http://www.dpsa.gov.za/">www.dpsa.gov.za/</a> or <a href="http://ecgta.ecprov.gov.za">http://ecgta.ecprov.gov.za</a> and should be accompanied by a comprehensive CV, including at least two contactable referees, and copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp). 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. The Z83 form must be signed by an original signatures. An unsigned Z83 form or the use of the old Z83 will disqualify an application. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. Full details about the Pre-entry certificate for the Senior Management Service (SMS) can be sourced from the following link <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The Department reserves the right not to make



appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions.

**OTHER POST**

- POST 40/73** : **ARCHITECT: GRADE A REF NO: DPWI 01/11/2021**
- SALARY** : R618 732 per annum, an all-inclusive remuneration package, (OSD)
- CENTRE** : Joe Gqabi Regional Office (Sterkspruit)
- REQUIREMENTS** : National Senior Certificate, B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A valid driver's license. Compulsory registration with SACAP.
- DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.
- ENQUIRIES** : Mr M. Tshwaku or Mr. S. Dumalisile Tel No: 051 611 9800