

**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** : Head Office Enquiries – Ms NP Sipahlanga Tel No: 040 608 4245 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.
- CLOSING DATE** : 11 February at 15h30
- NOTE** : Applicants are encouraged to apply using e-Recruitment system which is available on www.ecprov.gov.za. The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). 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, however, the Z83 in the e-recruitment system is currently un-signable – applicants applied via the system will not be disqualified) 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]. Such copies need not be certified. Communication 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. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. NB: Applications received after closing date will not be considered. No faxed applications will be accepted. No hand delivered applications will be accepted due to COVID 19.

MANAGEMENT ECHELON

- POST 03/100** : **DIRECTOR: CONTRACT MANAGEMENT REF NO: ECDOE DC 01/01/2022**
- SALARY** : R1 057 326 - R1 245 495 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. Programme: Supply Chain Management
- CENTRE** : Provincial Office - Zwelitsha
- REQUIREMENTS** : National Senior Certificate, A relevant NQF level 7 as recognized by SAQA qualifications in contract law or commercial law/legal discipline/Public or Business

Administration. The recommended candidate must have a SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG). 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>. Provide Legal and SCM advisory services. A minimum of eight years demonstrated experience in contract management environment, of which five years should be at a middle managerial level. Experience in procurement and financial services, especially employee benefits, pension fund and retirement benefits administration will be a distinct advantage. Extensive and in-depth knowledge of PFMA, Treasury Regulations, the Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act and Supply Chain Management Framework. Knowledge of the Code of Conduct for Supply Chain Management Practitioners. Membership of a professional body in the SCM field will be an added advantage. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DUTIES

: Develop Department Contract Management Policies and guidelines. Provide guidance on the reviewal of contract management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures. Draft recommendations of improvements and submit for approval. Develop and maintain ECDoE contract register. Manage, undertake and review the monitoring, analyses and determination of 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. Monitor supplier performance according to the contract and service level agreement. Manage the allocated resources of the Directorate. 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 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. Provide guidance on the reviewal of contract management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures.

ENQUIRIES

: Mr M Harmse Tel No: 040 608 4624

DEPARTMENT OF HEALTH

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

APPLICATIONS

: Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za>. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Nolungalungisa.nelani@ecotp.gov.za (NB: For Technical Glitches Only) with your ID Number, your profile email address, details of the issue. The system is available 24/7 and closes at 23:59pm 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 and not as specified above – your application will be regarded as lost and will not be considered.

CLOSING DATE
NOTE

: 11 February 2022 @ 15:30

: Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating

three reference persons: Name and Contact Numbers, A relationship with reference, 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

POST 03/101 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/NMAH/01/01/2022

SALARY : R1 521 591 – R1 714 074 per annum (Level 15), inclusive SMS package
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Senior Certificate, An undergraduate qualification MBChB/BChD (NQF level 7) and postgraduate qualification in Management/ Public Health (NQF Level 8) as recognized by SAQA. A minimum of 8 – 10 years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budged in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mr B Msibi Tel No: 040 608 1163

POST 03/102 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**
ECHEALTH/CEO/FRH/02/01/2022

SALARY : R1 251 183 – R1 495 956 per annum (Level 14), inclusive SMS package
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : National Senior Certificate, An undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the

Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES

: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES

: Mr B Msibi Tel No: 040 608 1163

POST 03/103

: **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/FRH/03/01/2022**

SALARY CENTRE REQUIREMENTS

: R1 251 183 – R1 495 956 per annum (Level 14), inclusive SMS package
 : Buffalo City Metro, Frere Tertiary Hospital
 : National Senior Certificate, An undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES

: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent

management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
Mr B Msibi Tel No: 040 608 1163

ENQUIRIES

POST 03/104

**CHIEF EXECUTIVE OFFICER (CEO) REF NO:
ECHEALTH/CEO/MRH/04/01/2022**

**SALARY
CENTRE
REQUIREMENTS**

R1 057 326 – R1 245 495 per annum (Level 13), inclusive SMS package
OR Tambo District, Mthatha Regional Hospital
National Senior Certificate, An undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES

To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES

Mr B Msibi Tel No: 040 608 1163

POST 03/105

**CHIEF EXECUTIVE OFFICER (CEO) REF NO:
ECHEALTH/CEO/FRONTH/05/01/2022**

**SALARY
CENTRE
REQUIREMENTS**

R1 057 326 – R1 245 495 per annum (Level 13), inclusive SMS package
Chris Hani District, Frontier Regional Hospital
National Senior Certificate, An undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant such as National Health Act, (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES

To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the

Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES :

Mr B Msibi Tel No: 040 608 1163

OTHER POSTS

POST 03/106 :

SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: ECHEALTH/SL-AO/HO/06/01/2022 (X2 POSTS)

SALARY CENTRE REQUIREMENTS :

R480 927 – R1 157 940 per annum, (OSD)
 Bhisho, Head Office
 National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development with at least 8 years' appropriate post qualification legal experience. Experience in and knowledge of legislation drafting, Management of litigations, conducting research and provision of legal opinions, meeting the above requirements, fair knowledge or vast practice experience in clinical background, medical malpractices will be an added advantage, strong understanding and knowledge of South African Legal System including Legislation of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office administration, planning, organisation and supervisory skills, Computer literate (MS Word, Excel, Power Point etc.). A valid driver's license, problem solving, interpersonal skills, strategic capabilities, leadership, project management, dispute resolution skills will be an added advantage.

DUTIES :

Develop and improve existing Departmental plans and strategic intervention related to implementation of relevant legislation, provide support services to the unit in relation to all performance improvement initiatives, draft, amend and input legislation administered by the Department and make necessary legislation inputs where necessary in line with instructions, drafting, editing and amending of regulations in the Department, ensuring that Department's Legislative process and Regulations development process are finalised within relevant time frames, provide advices on legal compliance and legal risks inherent, coordinate and liaise with relevant stakeholders on the effective implementation of Legal framework related to the Department. Develop legal documents, memoranda, reports, government notices, monitor and evaluate reports and related implementation of relevant legislation and draft legal research and ensure submission of strategic recommendation on appropriate intervention or relevant stakeholders for effective implementation of relevant legislation, compile and provide various reports, opinions and guidelines relevant to facilitate implementation of the relevant legislation, coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals, assist the Senior Manager in coaching and mentoring junior colleagues and in scrutinising legal opinion, bills, regulations and legal research documents.

ENQUIRIES NOTE :

Ms N Maseko Tel No: 083 378 0111
 Salary/notch will be determined based on experience

POST 03/107 :

LEGAL ADMIN OFFICER: MR1- MR5 REF NO: ECHEALTH/SL-AO/HO/07/01/2022 (X3 POSTS)

SALARY :

R201 387 – R541 779 per annum, (OSD)
 MR1: R201 382 per annum, (OSD)
 MR2: R233 712 per annum, (OSD)

**CENTRE
REQUIREMENTS**

MR3: R260 928 – R298 350 per annum, (OSD)
MR4: R315 225 – R357 072 per annum, (OSD)
MR5: R378 990 – R488 136 per annum, (OSD)

Bhisho, Head Office

National Senior Certificate, **MR1:** LLB (or as otherwise determined by the Minister of Justice and Constitutional Development with no previous legal experience required. **MR2:** LLB (or as otherwise determined by the Minister of Justice and Constitutional Development with at least 1 year's appropriate post qualification legal experience. **MR3:** LLB (or as otherwise determined by the Minister of Justice and Constitutional Development with At least 2 year's appropriate legal experience. **MR4:** LLB (or as otherwise determined by the Minister of Justice and Constitutional Development with at least 5 years' appropriate post qualification legal experience. **MR5:** LLB (or as otherwise determined by the Minister of Justice and Constitutional Development with at least 8 years' appropriate post qualification legal experience. Experience in and knowledge of Legislation drafting, management of litigations, conducting research and provision of legal opinions, meeting the above requirements, Fair knowledge of vast practice experience in clinical background, Medical malpractices will be an added advantage. Strong understanding and knowledge of South African Legal System, including Legislation of the Public Service and strong knowledge and understanding of Health related Legislation Framework. Good communication (written and verbal) skills, good office administration, planning, organisation and supervisory skills, computer literate (MS word, Excel, Power Point etc.). Valid driver's license, problem solving, interpersonal skills, Strategic capabilities, leadership, project management, dispute resolution Skills will be an added advantage.

DUTIES

Develop and improve existing Departmental plans and strategic Intervention related to implementation of relevant legislation, provide Support services to the unit in relation to all performance improvement Initiatives, draft and amend legislation administered by the Department and Make necessary legislation inputs where necessary in line with the Instructions, drafting, editing and amending of regulations in the Department, ensuring that Department's Legislative process and Regulation development process are finalised within relevant time frames, Provide advices on legal compliance and legal risks inherent, coordinate and Liaise with relevant stakeholders on the effective implementation of legal Framework related to the Department. Develop legal documents, Memoranda, reports, government notices, and monitor and evaluate reports. Related implementation of relevant legislation and draft legal research and ensure submission of strategic recommendation on appropriate Intervention or relevant stakeholders for effective implementation of Relevant legislation, compile and provide various reports, opinions And guidelines relevant to facilitate implementation of the relevant Legislation. Coordinate legal representation of the Department in litigation management, dispute resolution forums and internal appeals.

ENQUIRIES

Ms N Maseko Tel No: 083 378 0111

NOTE

Salary/notch will be determined based on experience

DEPARTMENT OF TRANSPORT

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

APPLICATIONS

Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za>. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Nolungalungisa.nelani@ecotp.gov.za (NB: For Technical Glitches Only-No CVs) with your ID Number, your profile email address, details of the issue. The system is available 24/7 and closes at 23:59pm 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 and not as specified above – your application will be regarded as lost and will not be considered.

CLOSING DATE

11 February 2022 at 15:30

NOTE

: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Woman and people with disability are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.NB:To obtain more information on Requirements and Functions: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ectransport.gov.za Please take note, NO hand delivered applications will be allowed due to COVID 19. Applicants can apply online using www.ecprov.gov.za through E-recruitment system.

ERRATUM: Eastern Cape: Department of Transport: Kindly note the following posts advertised in Public Service Vacancy Circular 44 dated 10 December 2021, The Post Details are amended as follows: (01) General Assistant (Sarah Baartman) with Ref No: 54/12/2021, a correct Salary Level is 02 instead of 03. (02) Candidate Technician (Head Office: King Williams Town) with Ref No: (DOT 28/12/2021) has been withdrawn. Eastern Cape: Department of Transport – GFMS: Kindly note the following post advertised in Public Service Vacancy Circular 44 dated 10 December 2021, the correct post details are as follows: Deputy Director: Asset and Liabilities (East London), Ref No: DOT GFMS 01/12/2021. Applications must be submitted through the following link: <https://erecruitment.ecotp.gov.za> only. Enquiries: Ms. P Mbewu Tel No: 043 731 1249 and Mr. K Valashiya Tel No: 043 731 2319. The closing date will be 11 February 2022. Applications received after closing date will not be considered.

OTHER POSTS

POST 03/108

: **DEPUTY DIRECTOR (COORDINATOR): SCHOLAR TRANSPORT (X2 POSTS)**

SALARY CENTRE

: R744 255 – R876 705 per annum (Level 11)
: Alfred Nzo Ref No: DOT01/01/2022
: Chris Hani Ref No: DOT02/01/2022

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Transport Management/Public Management/Public Administration/Developmental Studies/Social Science. 3-5 years' relevant experience at Assistant Director Level. A Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Provincial Scholar Transport Policy. Provincial Integrated Public Transport Master Plan.

DUTIES : Management of district scholar transport stakeholder relations: Establish a public transport representative structure for the District. Sell the concept of scholar transport and its objectives to the public transport representative structure. Ensure that the public transport representative structure understands and share information with its members about the process of appointment of operators for scholar transport. Develop a communication protocol and consult it with the public transport representative structure. Make sure that operators participating in the scholar transport service are workshopped on the terms of reference of their contractual obligations and the implications thereof. Create a district structure for mediation, conflict and dispute resolution. Management of district scholar transport performance monitoring: Manage the implementation of tools and systems developed to monitor scholar transport services. Manage the gathering and verification of information required to process payment of public transport service providers. Manage the implementation of intelligent transport system technology. Make a follow up on all queries received from scholar transport beneficiaries and stakeholders and come up with intervention. Establish partnership between the District, school teachers and parents in monitoring the performance of contracted service providers. Manage the establishment of a commuter call centre and monitor its operations. Develop reports on the performance of the scholar transport in the district. Management of District scholar transport budget and payment services: Influence the district budget to cater for scholar transport services plans. Ensure that all scholar transport contractual obligations for the district are accommodated in the budget. Monitor expenditure by ensuring that all POD's are verified against the invoices before payment is processed. Manage the efficient capturing of POD's. Ensure that all scholar transport invoices that are verified as correct are paid on time. Attend to payment queries received from contracted operators. Manage the allocated resources of the Sub-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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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

POST 03/109 : **DEPUTY DIRECTOR: PERFORMANCE & COMPLIANCE MANAGEMENT SERVICES REF NO: DOT03/01/2022**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Head Office: KWT

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Supply Chain Management/ Internal Auditing. 3-5 years' relevant experience at Assistant Director Level. A Valid Driver's license. Knowledge: Logistics. Procurement & tendering processes. Bid procedures. Purchasing procedures. Contract administration. Acquisition management plan. Office accommodation. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Public Service Act, 1994. Performance management principles.

DUTIES : Monitor compliance with SCM policies and standards within the department: Conduct pre- audit on all SCM transactions. Identify possible risk for fraud in the SCM systems and processes. Recommend possible solutions to SCM fraud and corruption. Guide the development and reviewing of SCM delegations. Monitor SCM

compliance and performance: Identify SCM deviations within the department. Advise end users on SCM processes to eliminate deviations. Analyse the impact of SCM processes and policies to the performance of the department. Manage the collating and reporting of SCM compliance information. Manage the allocated resources of the Sub-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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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

POST 03/110 : **DEPUTY DIRECTOR: DISTRICT TRANSPORT SAFETY REF NO: DOT04/01/2022**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Joe Gqabi
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Road Safety Education/ Communication/Project Management/Social Science/Public Relations/ Development Studies. 3-5 years' relevant experience in the field at Assistant Director Level. Valid Code B driver license. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.

DUTIES : Promote road safety education in schools: Draw a district road safety program informed by the national road safety strategy. Promote mutual beneficiation between the district and local schools. Identify creative ways of promoting road safety education in local schools. Manage implementation of scholar programmes and projects in the district. Monitor and evaluate impact of road safety programs within the district. Manage and monitor the implementation of EPWP activities in scholar programmes. Manage the development of road safety operational plan. Manage procurement of Scholar Programme resource material and equipment. Promote Road Safety Community Outreach road safety programmes and projects: Manage the establishment of community road safety councils in the sub-programme. Monitor and evaluate impact of Community Road Safety Council in the district. Manage and establish partnerships with stakeholders in the promotion of Road safety awareness. Manage the development of road safety community outreach costed project plans. Manage procurement of Community Outreach resource material and equipment. Manage and monitor the implementation of community outreach programmes. Financial Management: Develop and Manage budget of the section. Align budget allocated to the section with the procurement plan. Manage expenditure to ensure alignment with the procurement plan. Participate in district In Year Monitoring exercise on monthly basis. Ensure effective management of the section: Manage all human resource allocated to the section. Influence funding for vacant posts in the section and filling thereof. Manage staff performance of the section. Manage timeously development of workplans and personal development plans for all employees in the sub-programme of the District.
ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 03/111 : **DEPUTY DIRECTOR: TECHNICAL (TRANSPORT INFRASTRUCTURE FLEET SERVICES)**
 Re-advertisement

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Chris Hani Ref No: DOT 05/01/2022
 OR Tambo Ref No: DOT 06/01/2022
 Joe Gqabi Ref No: DOT 07/01/2022

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF7 as recognised by SAQA) in Mechanical Engineering. 3-5 years' relevant working experience in the infrastructure environment at an Assistant Director level. A Valid Driver's license. Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<u>DUTIES</u>	:	Manages the departmental routine road maintenance programme by assessing the maintenance requirements, prioritize and plan the execution of maintenance works Co-ordinate the procurement of Roads maintenance materials for the district. Ensure that departmental works are of required standards and quality in terms of engineering, legal and operational compliance. Ensure that plant fleet for the district is properly managed and maintained. Render technical support in respect of: Tender documentation and Contract administration. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. 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 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.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>POST 03/112</u>	:	<u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: DOT08/001/2022)</u>
<u>SALARY CENTRE</u>	:	R744 255 – R876 705 per annum (Level 11) Head Office: KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6)/ B. Degree (NQF level 7 as recognised by SAQA) in LLB/BJURIS/BPROC/Bachelor of Laws. 3-5 years' relevant contract management experience at Assistant Director Level. A Valid driver's license. Knowledge: Public Finance Management Act (PFMA), 1999. Treasury Regulations Public Service Act, 1994. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles.
<u>DUTIES</u>	:	Manage the functional operation of the Sub directorate: Manage, undertake and review the monitoring, analyses and determination of 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. Manage the coordination, review and monitoring of contract compliance by determine 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. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration. 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 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

ENQUIRIES

POST 03/113

ENGINEERING TECHNOLOGIST (CONTROL): TRANSPORT INFRASTRUCTURE PLANNING & DESIGN REF NO: 09/01/2022

SALARY

CENTRE

REQUIREMENTS

R420 402 per annum, (OSD)

Head Office: KWI

Matric, B. Degree (NQF 7) as recognized by SAQA in Civil Engineering. Five years post qualification technical experience in the design of roads and bridge. Compulsory professional registration with ECSA. A Valid Driver's License. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.

DUTIES

Provide technological advisory services: Support engineers, technicians and associates in field, workshop and office activities. Promote safety standards in line with the statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimise technical solutions by applying engineering principles. Conduct Research and Development: Keep up with new technologies and procedures. Research/ literature studies on technical engineering technologies to improve expertise. Liaise with relevant boards/ councils on engineering related matters. Perform Administrative and related function: Compile and submit monthly and quarterly reports. Provide inputs on the operational plan. Develop, implement and maintain database.

ENQUIRIES

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

POST 03/114

ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DOT 10/01/2022

SALARY

CENTRE

REQUIREMENTS

R382 245 - R450 255 per annum (Level 09)

Head Office: KWT

National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Public Administration/ Public Management/ Business Management. 3-5 years' experience in strategic planning field at supervisory level (SL 7/8). A Valid Driver's License. Knowledge: Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.

DUTIES

Facilitate and coordinate operational and strategic planning processes: Facilitate the development of departmental strategic plan, annual performance plan and operational plans. Provide technical support in the compilation of strategic plan and submission to the HOD and MEC for verification and approval. Check alignment of the budget with strategic plan. Incorporate the departmental service delivery improvement plan into the strategic plan of the department. Facilitate printing and binding of departmental strategic plan. Coordinate the distribution of departmental strategic plan to the entire departmental staff. Facilitate the development and implementation of service delivery improvement plans and initiatives: Facilitate conducting of situational analysis to identify service delivery challenges. Coordinate identification of key services to be prioritized for the service delivery improvement plan. Coordinate the development of service delivery improvement plan. Monitor implementation of the service delivery improvement plan. Develop a service delivery improvement plan implementation report and facilitate its submission to the Office of the Premier Liaise with line function programs to identify key services that needs to be prioritized for the Service Delivery Improvement. Facilitate, coordinate and support the implementation of priority programmes/projects: Facilitate identification of priority programs and projects. Provide support in aligning programmes and projects with strategic plan of the department. Facilitate reporting on implementation of priority programmes and projects. 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 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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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

POST 03/115 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOT 11/01/2022**

SALARY : R382 245 - R450 255 per annum (Level 09)
CENTRE : Head Office: KWT
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Accounting Qualification with Financial Accounting Management as a major. Minimum of 3-5 years' experience in the Asset Management at supervisory level (SL7/8). A Valid Driver's License. Knowledge: Asset management Framework. Asset management policy. Asset administration. Public Finance Management Act, 1999. Budget Procedure. Annual Performance Plan. Strategic planning. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Performance management principles. National Treasury Regulations. Provincial Treasury Regulations.

DUTIES : Implement the departmental Asset Management Policies: Monitor implementation and compliance with the policy. Ensure that asset management policies are communicated to all end users. Management of Movable Assets and the Asset Register: Ensure that all monthly asset additions reports are reviewed for accuracy. Ensure that all asset losses and disposals are accurately updated on the Asset Register. Review all monthly asset reconciliations. Monitor the implementation of the asset verifications on quarterly basis. Update and report on all unverified assets to ensure that they are accounted for. Prepare a list of all assets earmarked for disposal. Management of Immovable Assets: Review the departmental Capital Work In Progress Register. Ensure that all construction projects are recorded in the CWIP register. Conduct reconciliation of expenditure for construction projects with BAS. Implement the verifications of projects on CWIP on quarterly basis. Ensure the capitalization of all complete construction projects to the Immovable Asset Register. Prepare the transfer of complete construction projects to the relevant custodians. Prepare all Financial Disclosures for Movable Assets and Immovable Assets on a quarterly and annual basis. Manage the allocated resources of the Sub-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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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

POST 03/116 : **ASSISTANT DIRECTOR: PERFORMANCE & COMPLIANCE MANAGEMENT SERVICES REF NO: DOT12/01/2022**

SALARY : R382 245 - R450 255 per annum (Level 09)
CENTRE : Head Office: KWT
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Supply Chain Management /Internal Audit. 3-5 years'

DUTIES

: relevant experience at supervisory level (SL7/8) in the field. A Valid Driver's License. Knowledge: Logistics. Procurement & tendering processes. Bid procedures. Purchasing procedures. Contract administration. Acquisition management plan. Office accommodation. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Public Service Act, 1994. Performance management principles. Monitor compliance with SCM policies and standards within the department: Conduct pre- audit on all SCM transactions. Identify possible risk for fraud in the SCM systems and processes. Recommend possible solutions to SCM fraud and corruption. Guide the development and reviewing of SCM delegations. Monitor SCM compliance and performance: Identify SCM deviations within the department. Advise end users on SCM processes to eliminate deviations. Analyse the impact of SCM processes and policies to the performance of the department. Manage the collating and reporting of SCM compliance information. Manage the allocated resources of the Sub-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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

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

POST 03/117

: **ASSISTANT DIRECTOR: HRA**

SALARY CENTRE

: R382 245 - R450 255 per annum (Level 09)
: Chris Hani Ref No: DOT13/01/2022
: Amatole Ref No: DOT14/01/2022

REQUIREMENTS

: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Human Resource Management / Public Management / Public Administration or Industrial Psychology. 3-5 years' relevant experience in the supervisory level (SL7/8) in the field. PERSAL Certificates. A Valid Driver's License. Knowledge: Knowledge and understanding of Human Resource Management environment. Knowledge of policies/ implementation strategy. Knowledge of Human Resource Management Legislation/Directives. Knowledge of the Persal system. Departmental recruitment and selection policy. Departmental Employment Equity Plan. Department Human Resource delegations. Government policies and planning systems. Information management. Performance management. Batho Pele Revitalization Strategy.

DUTIES

: Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan. Facilitate advertisement of posts. Manage the process of receiving of applications, recording and safe keeping of them. Facilitate the process of appointment of panel members. Provide secretariat services in recruitment and selection panels. Liaise with relevant structures for validation of qualifications. Facilitate the screening and vetting of applicants before they are appointed. Administer signing and issuing of appointment letters. Administer assumption of duty. Administer probationary processes and confirmations of appointment. Administer personnel utilisation and mobility through transfers, translations in rank, promotions and secondments. Facilitate the processing of service Terminations: Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.) Conduct workshops on Service Terminations. Facilitate the processing of Leave Administration: Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with Persal. Compile PILLAR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management.

Facilitate the processing of Service benefits: Align Long service award list with Persal. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept. of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date. Ensure that there is proper filing system for the personnel registry. Manage the safe keeping and movement of employee personal files. Provide technical and administrative support for the provisioning of employee relation services. Facilitate and supervise the administering of PMDS and Skills Development in the District. Manage the allocated resources of the Sub-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 description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

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

POST 03/118 : **HR CLERK (SUPERVISOR): PERSONNEL PROVISIONING (X4 POSTS)**

SALARY CENTRE : R261 372 – R307 890 per annum (Level 07)
: Head Office: KWT Ref No: DOT 15/01/2022 (X3 Posts)
: Amathole Ref No: DOT 16/01/2022 (X1 Post)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Public Administration/Public Management / Human Resources Management. 1-2 years' experience in the environment. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Act, Proclamation 103 of 1994 as amended. Skills Development Act No.97 of 1999. White Paper on Affirmative Action, 1998. Public Service Regulations, 2001 as amended etc.

DUTIES : Supervise, plan and coordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management services: Facilitate personnel development; Implement performance management payouts and discipline; Ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning HR Provisioning. Coordinate recruitment and selection; Coordinate implementation of appointments; Implement transfers; Conduct verification of qualifications; Provide secretariat functions at interviews; Implement absorption of personnel; Manage probationary periods for employees. Address human resource administration enquiries to ensure the correct implementation of human resource management practises by supervisors. Inform, guide and advise components on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Approve transactions on PERSAL according to delegations. People management: Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned subordinates.

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

<u>POST 03/119</u>	:	<u>NETWORK TECHNICIAN: ICT OPERATIONS REF NO: DOT17/01/2022</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Information Technology/ BSC Computer Science. 1-2 years' experience in information technology support service environment. A+ or N+ will be an added advantage coupled. A valid driver's license. Knowledge: Microsoft Active Directory, Microsoft Exchange, Technical Knowledge, Microsoft Active Directory, Microsoft Exchange, Computer software installation. Computer hardware, ISS Policies.
<u>DUTIES</u>	:	Provision of ICT end user support services: Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provision of ICT maintenance services: Maintain ICT infrastructure hardware. Install computer hardware and software. Provision of ICT security services: Maintain database to ensure integrity and security of data. Implement data backup strategy measures such as patch installation and management and anti-virus installation and update. Administer password changes on Active Directory, security and inventory documentation. can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 03/120</u>	:	<u>LAN ADMINISTRATOR: ICT INFRASTRUCTURE REF NO: DOT18/01/2022</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in in Information Technology (communication networks)/ Computer Science. 1-2 years' experience in information communication and technology administering network (LAN/WAN). Recognized network certification(s) N+ or CCNA or CCNP or ACMA or ACMP or ACSA or ACSP will be an added advantage. A valid driver's license. Knowledge: Configuration and troubleshoot ARUBA switches and CISCO routers. Technical Knowledge. Configuration and troubleshoot ARUBA switches and CISCO routers. ISS Policies. MISS.
<u>DUTIES</u>	:	Liaise with the provincial ICTO and SITA for network speed upgrade requirements of the departmental sites. Manage, troubleshoot performance of network infrastructure. Install, setup, configure and monitor local area network (LAN) and Wireless LAN. Oversee and provide project management of cabling contractors and perform quality management in all the sites for handover. Develop and update network diagrams for all departmental sites. Administer and support departmental telephony system. Implement network security, including configuring firewalls, applying cryptography to network applications, managing host security and file permissions. Administer security updates on all network equipment (switches, routers, Wireless Access Points) and ensure upgrade to latest software is maintained. Ensure that ICT policy is adhered to by implementing control measures on the network. Manage installation and configuration of all the departmental network switches and Wireless Access Points. Segregate network traffic by ensuring that proper VLANs are configured and managed.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 03/121</u>	:	<u>PROVINCIAL INSPECTORS-TRAFFIC LAW ENFORCEMENT (X30 POSTS)</u>
<u>SALARY</u>	:	R211 713 – R249 378.per annum (Level 06)
<u>CENTRE</u>	:	Steynsburg Ref No: DOT19/01/2022 (X5 Posts) Aliwal North Ref No: DOT20/01/2022 (X2 Posts) Cradock Ref No: DOT21/01/2022 (X3 Posts) Graaff Reinet Ref No: DOT22/01/2022 (X4 Posts) Ngcobo Ref No: DOT23/01/2022 (X3 Posts) Phakade Ref No: DOT24/01/2022 (X3 Posts) Mbizana Ref No: DOT25/01/2022 (X3 Posts)

		Humansdorp Ref No: DOT26/01/2022 (X3 Posts) Komga Ref No: DOT27/01/2022 (X4 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate or Equivalent qualification. Traffic Officers Diploma obtained from an accredited Traffic College. A valid Driving license at least Code B. No criminal record. Those who may have undergone an internship Program within Traffic Law Enforcement will have an added advantage. Must be prepared to be deployed at any of the abovementioned Traffic Stations at the discretion of the Department. Once appointed you will be working the 24/7 shift system. Knowledge: Knowledge of the National Road Traffic Act, 93 of 1996 and the applicable relevant legislation in the Traffic Law Enforcement environment.
<u>DUTIES</u>	:	Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic law enforcement operations and speed machine operations. Issue notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (including goods and passengers).
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 03/122</u>	:	<u>DRIVER OPERATOR: TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT 28/01/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 – R173 706.per annum (Level 04) OR Tambo An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code C1 driver's license. PrDP will be an added advantage Valid operator certificate of competence is compulsory for any road construction plant item (Expired certificates will not be considered). 3 years general road related experience. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	:	Pre-check start activities before performing any work; Operates self-propelled construction machines in construction and maintenance of earthwork structures, such as highways, streets, and temporary roads: Operates machines and moves levers to regulate height and angle of blade/ bucket/ drum. Operates machines in successive passes over working area, observing reference stakes or hand signals of assisting worker. Feels and listens to sound of engine to determine compaction/ load on bucket.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>POST 03/123</u>	:	<u>DRIVER MESSENGER REF NO: DOT 29/01/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 – R146 575 per annum (Level 03) Head Office: KWT NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 7 to 12 months driving experience. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 03/124 : **GENERAL ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: DOT 30/01/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)

CENTRE : OR Tambo

REQUIREMENTS : ABET. No experience required. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations Communication skills (Verbal & written)

DUTIES : Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/745