

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

APPLICATIONS : Applicants can apply using eRecruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za. Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. E-Recruitment technical enquiries can be directed to: Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993.

CLOSING DATE : 15 July 2022

NOTE : Applications must be submitted on a duly completed New Z83 Form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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 candidates(s). Note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. It is a DPSA requirement for applicants to produce or attach pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> 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. Applications submitted through erecruitment system, a signed Z83 will only be requested when shortlisted.

MANAGEMENT ECHELON

POST 24/99 : **CHIEF DIRECTOR: PROVINCIAL COMMUNICATIONS REF NO: OTP 01/06/2022**

SALARY : R1 269 951 per annum (Level 14), all-inclusive package

CENTRE : Bhishe

REQUIREMENTS : A National Senior Certificate, an NQF Level 7 degree/advanced diploma as recognised by SAQA in Communication, Journalism and Public Relations or any related field of study with a minimum of five years working experience at Senior Management Level (SMS) in the communication. Knowledge of different media houses and platforms, understanding of events management principles, Understanding of public relations (PR). Managerial Competencies: Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.

DUTIES : Guide the development and implementation of a provincial communication strategy: Ensure the development of provincial communication strategy, policies and protocols, guide and support the implementation thereof, Ensure

the development, execution and monitoring of communication strategies across government spheres (provincial departments, municipalities and public entities) in the Eastern Cape, Ensure the functionality of communication structures in the province, Determine and facilitate coherent government messaging. Ensure and maintain government media relations: Oversee productive government media relations, Manage the conduction media monitoring, analysis and rapid response, Develop and implement media management policies, protocols and guidelines. Provide support to all major public engagements of Government in the province, Manage the development and distribution of Provincial publications. Manage the development and implementation of a coherent provincial marketing and branding strategy: Develop and implement provincial marketing and branding strategy that seeks to promote local and foreign investment in the province, attract international tourists, and national and international events to the province, Develop and maintain a provincial website. Identify structures, platforms and partnerships to effectively communicate the programmes of government, support provincial departments and municipalities in communicating the vision and policies of government to the public. 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** : Ms. N. Mafu at 082 562 2347 / Mr. N. Mhlawuli at 076 7836993
- POST 24/100** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP 02/06/2022**
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), all-inclusive package
 : Bhisho
 : Matric Certificate, an NQF Level 8/ Post Graduate Degree in Business Management or any other related field, with a Financial Management background. Minimum of 5 years' Senior Managerial Level experience working in government. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of policy analysis, policy development and policy implementation and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge of public finance management. Knowledge of legislative framework and government procedures on public finance, human resources management and supply chain management. Knowledge of the latest advances in public management theory and practice. Knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Key Competencies: 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. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.
- DUTIES** : Provide executive support services in the office of the DG: Assist the Director-General with the execution of the responsibilities delegated to her by the Premier as Executive Authority and Head of the Government of the Eastern Cape Province. Ensure that the Office of the Premier complies with appropriate legislation, monitor the implementation of policies of Government as determined by Parliament, the Premier and the Executive Council by ensuring that the department has and maintains: effective, efficient and transparent systems of financial control, risk management and internal control; a system of

internal audit under the control and direction of an internal audit committee; an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective; a system for evaluating capital projects for implementation. Assist in the development and implementation of appropriate structures and systems for the effective and efficient administration of the Office of the Premier. Take responsibility for the submission of reports, notices, returns and other information to Legislature, EXCO, Treasury, Public Service Commission, the Department of Public Service and Administration, and other institutions and ensure compliance with laid down standards, policies and procedures. Render coordination and monitoring services for strategic special projects: Oversee the management of projects on behalf of the DG using appropriate project management skills and methodologies to ensure quality and on time delivery. Develop and maintain an Organisational Dashboard of all Projects and provide technical advisory services on Project Management Principles and procedures. Oversee the management and coordination of the implementation of strategic programmes and projects such as Broadband, small town etc. Provide institutional governance support services: Monitor and promote the maintenance of strong communication channels with all role-players at OTP by ensuring that communication forums take place as stipulated in the departmental Governance and Communication Framework. Ensure the improvement and maintenance of the highest standard of security in the Office of the DG and ensure that a safe and secure environment is maintained through the implementation and upholding of various strategic security measures. Assist the DG by promoting improved efficiencies in the cross functional operations in OTP ensuring optimal use of available resources; Facilitate the review of financial activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing programme improvement. Assist the Director-General in leading the executive management team, ie the heads of the 3 main Branches/Programmes of the Office of the Premier, in coordinating their work. Provide assistance in developing and cultivating a performance culture among departmental employees. Provide institutional governance support services: Monitor and promote the maintenance of strong communication channels with all role-players at OTP by ensuring that communication forums take place as stipulated in the departmental Governance and Communication Framework. Ensure the improvement and maintenance of the highest standard of security in the Office of the DG and ensure that a safe and secure environment is maintained through the implementation and upholding of various strategic security measures. Assist the DG by promoting improved efficiencies in the cross functional operations in OTP ensuring optimal use of available resources; Facilitate the review of financial activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing programme improvement. Assist the Director-General in leading the executive management team, ie the heads of the 3 main Branches/Programmes of the Office of the Premier, in coordinating their work. Provide assistance in developing and cultivating a performance culture among departmental employees. Coordinate the implementation of strategic management in the department: Assist the DG by serving as the internal leader of the department by: Overseeing the development of strategic plans, APP's and annual operations plans and budget. Managing fiscal planning, development and management of annual budgets in the office of the DG. Leading the performance management process that measures and evaluates progress against goals for the department. Facilitating the building of capacity within the OTP so as to ensure that the department has a top-notch workforce. Providing leadership through being actively involved in all programmes and services, identifying opportunities to leverage cross-programme strengths, take advantage of new opportunities to address departmental challenges. Coordinate the implementation of strategic management in the department: Assist the DG by serving as the internal leader of the department by: Overseeing the development of strategic plans, APP's and annual operations plans and budget. Managing fiscal planning, development and management of annual budgets in the office of the DG. Leading the performance management process that measures and evaluates progress against goals for the department. Facilitating the building of capacity within the OTP so as to ensure that the department has a top-notch workforce. Providing leadership through being actively involved in all programmes and services, identifying opportunities to leverage cross-programme strengths, take advantage of new

opportunities to address departmental challenges. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit and develop and implement service delivery improvement programmes where required. Develop and ensure the implementation of the Unit's Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit 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.

ENQUIRIES : Ms. N. Mafu at 082 562 2347 / Mr. N. Mhlawuli at 076 7836993

OTHER POSTS

POST 24/101 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: OTP 03/06/2022**
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

The purpose of the post is to: To supervise and execute internal audit assurance and consultancy engagement to support the implementation of the approved Internal Audit Operational Plan, providing assurance on Governance, Risk management and control processes in accordance with IIA Standards and Legislative framework.

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Bhisho

: A national senior certificate, an NQF level 7 qualification certificate (Advanced Diploma/B Degree/B Tech) as recognised by SAQA in Internal Audit coupled with at least four (4) years functional experience in Internal Audit environment which include at least two (2) years' supervisory experience. Registered member with professional body - Institute of Internal Auditors (IIASA). Valid drivers' licence. Certified Internal Auditor will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Computer literacy in TeamMate will be an advantage. Knowledge of various types of audits and assisting the organization to achieve efficiency, effectiveness and economic use of resources. Knowledge of Internal audit procedures and systems. Knowledge of principles & applications of good corporate governance, business and operational risk and control processes and procedures. Knowledge of SA Public Service & Labour Legislation including Public Service Act, LRA, OHS Act, King Report. Knowledge of Standards for the Professional practice of Internal Auditing and the Code of Ethics developed by Institute of Internal auditors (IIA). Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Management Information Systems terminology, concepts & practices. Knowledge of Financial and Technical report writing. Problem solving ability / skills. People Management & empowerment. Presentation skills. Customer relationship management skills. Monitoring & Evaluation techniques. Project management skills. Analytical thinking. Attention to detail. Honesty and integrity. Customer focus. Team player. Professionalism.

DUTIES : The successful candidate will be responsible for the following functions and include, but not limited to: Supervise and participate in the development of strategic internal audit plans: Identify the key risk areas emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based on audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the Chief Audit Executive (CAE) in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls / objectives, to determine their effectiveness and efficiency through internal audits: Prepare notification letters, engagement letter and audit project plan. Prepare the risk and control matrix to identify risks, controls and system/process weaknesses or gaps, and advice on remedial actions. Develop the engagement work program and approval of the audit program from the CAE before execution. Supervise and

execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit report for each engagement. Monitor progress on the implementation of agreed upon action plans and prepare a findings analysis report. Review, collect information and compile reports to the CAE and Audit manager: Compile monthly progress reports. Compile and present Annual and Quarterly reports to the CAE and audit team. Keep up to date with new developments in the internal audit environment: Study professional journals and publications to ensure that cognisance is taken of new developments. Continuously monitor and study the relevant industry, legislative changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Supervise employees to ensure an effective internal audit service: General supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates (Auditors). Advise and lead subordinates regarding all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to enable them to deliver work efficiently and effectively of the required standard. Provide inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES : Ms. N. Mafu at 082 562 2347 / Mr N. Mhlawuli at 076 7836993

POST 24/102 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: OTP 04/06/2022**
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Bhisho
: National Senior Certificate, NQF Level 7 qualification certificate as recognized by SAQA in Security Risk Management/Security Management, Security Grades and PSIRA registration. Minimum three (3) years' experience as departmental Security Officer/ Senior Admin officer in departmental Security. Knowledge of Legislative framework and regulatory procedures, Facilities Management & Security Management systems with Communication skills: verbal, written, presentation, Report writing, Computer literacy.

DUTIES : Facilitate the development of security plans: Analyze the current security systems. Conduct research to alternative security systems. Facilitate the planning of security activities for departmental events. Monitor the implementation of security plans. Monitor the implementation of security framework: Ensure the correct implementation of MISS (Minimum Information Security) and MPSS (Minimum Physical Security). Monitor the effective implementation of the access control system within the department. Monitor security contracts for user departments. Ensure the provision of security services during the opening and closing tender boxes. Facilitate vetting and screening of departmental employees and service providers. Conduct awareness campaigns on security related matters. Investigate security breach: Gather information pertaining the incident. Analyze the information. Compile incident report. Liaise with SAPS where necessary. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms. N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 7836993

POST 24/103 : **ASSISTANT DIRECTOR: USER SUPPORT REF NO: OTP 05/06/2022**
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Bhisho
: National senior certificate, NQF level seven (07) Degree or Advanced Diploma in IT-related field. Minimum of 3-5 years professional experience in the related IT field, of which 2 years must be in IT Service Management managing technical staff. A valid driver's license. Professional qualifications required: ITIL V4 foundation. The following Professional qualifications will be an added advantage: - Microsoft course 10965 (or latest), IT service Management with system centre service manager, ITIL V4 managing professional. The preferred candidate without these advantageous professional qualification(s) will be subjected to the qualifying exam(s) and will expected to achieve the

professional qualification(s) within their probation period. Key competencies: Applying technology, communication and information Management, continuous improvement. Skills: project management, people management, Planning and Execution, Interpersonal Relations, Analytical thinking, good communication skills, computer Literate. Personal attributes: Communication and information management, Managing 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 issues as an incident, service request or information request. Measure end user's 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, 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 customer 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, workaround are provided. Establish procedures for the timely monitoring of clearance of customer queries, ensures that the service desk records the resolution steps, confirms that the customer, records, has agreed to the action taken and reports unresolved incidents (known errors and workarounds) to provide information for proper problem management. Procedure reports of service desk activity to enable management to measure service performance and service response times and to identify trends or recurring problems so can be continuously improved. Maintain the service desk function: Provide an IT service desk as 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 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 encountered 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 owned is sufficient to cover the installed software in use. Manage customer relations: implement and monitor 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 solved. Manage allocated resources of the sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperative: maintain high standards by ensuring that the team/section produces excellent work in terms of quality 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

: Ms. N. Mafu at 082 562 2347 / Mr N. Mhlawuli at 076 7836993

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.

- APPLICATIONS** : can be forwarded through via one of the following options:
Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho,
Post to: The Director: HR Practices and Administration Attention Ms N.H. Malgas Department of Public Works & Infrastructure, Private Bag X0022, Bhisho, 5605.
Or utilise e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za>
- CLOSING DATE** : 15 July 2022
- NOTE** : Applications must be submitted on a duly completed New Z83 Form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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 candidates(s). Note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. It is a DPSA requirement for applicants to produce or attach pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> 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. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: e-recruitment-bhisho@ecdpw.gov.za (NB: For Technical Glitches Only – NO CVS) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: e-recruitment-bhisho@ecdpw.gov.za and not as specified, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system. Refer all applications related enquiries to the specified contact person

MANAGEMENT ECHELON

- POST 24/104** : **CHIEF DIRECTOR: INFRASTRUCTURE, MAINTENANCE & TECHNICAL SUPPORT (X3 POSTS)**
- SALARY CENTRE** : R1 269 951 per annum (Level 14), an all-inclusive remuneration package
: Chief Directorate: Education (Bhisho) Ref No: DPWI 01/06/2022
: Chief Directorate: Health (Bhisho) Ref No: DPWI 02/06/2022
: Chief Directorate: Other Departments (Bhisho) Ref No: DPWI 03/06/2022
- REQUIREMENTS** : National Senior Certificate, Bachelor's Degree NQF Level 7 in Engineering/Architectural Studies with five (5) years' experience at Senior Management Level. Professional registration will be an added advantage. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Building Regulations and Standards. Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000,

Provincial Growth and Development Plan for Eastern Cape. Public Service Legislations and frameworks. Management of Diversity. Functioning of the provincial and local governments, An understanding of the restructuring imperatives within the Public Service and Infrastructure environments. Ability to interact at both strategic and operational level. A broad understanding and ability to grasp the Public Service Regulatory Framework. Knowledge of current National and International infrastructure development trends and innovations. Formal presentations, Leadership, Innovative thinking, Policy development and analysis, Negotiation skills, Conflict resolution. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

DUTIES : Guide and lead the provision of infrastructure and of existing Infrastructure and programme support for the Department. Ensure management and coordination in the provision of technical support services. Oversee the implementation of Infrastructure Delivery, Maintenance and Programme support for the Department. Guide and lead coordination of Implementing Agents for the Department. Manage property and infrastructure inputs for longer term integrated infrastructure planning. Promote good corporate governance.

ENQUIRIES : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 24/105 : **CHIEF DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPWI 04/06/2022 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 269 951 per annum (Level 14), an all-inclusive remuneration package
: Head Office (Bhisho)
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Social Science/ Public Administration/Management with five (5) years' experience at Senior Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Computer literacy (MS Word, Power Point, Excel and MS Project). Good Verbal and Written Communication skills. Proven applied policy development, implementation and monitoring and evaluation skills. Proven applied resource management skills. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

DUTIES : Coordinate and support all sector departments, stakeholders or public bodies in the province on EPWP. Facilitate monitoring and evaluation services on implementation of EPWP. Guide and lead management of promotion on implementation of innovative and empowerment initiatives for stakeholders and beneficiaries. Ensure promotion of community development programmes. Promote good governance.

ENQUIRIES : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 24/106 : **CHIEF DIRECTOR: FACILITIES AND SECURITY MANAGEMENT REF NO: DPWI 05/06/2022 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 269 951 per annum (Level 14), an all-inclusive remuneration package
: Head Office (Bhisho)
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Property Management/Construction related discipline in the built environment with five (5) years' experience at Senior Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public

		Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Applied Technology Basics. People Management. Networking and Building Bonds. Diversity Management, Negotiation, Motivational. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.
<u>DUTIES</u>	:	Ensure management and monitoring on the implementation of provincial (including prestige clients) planned and unplanned maintenance of projects. Ensure management in the provision of facilities and related services (inclusive of space planning, landscaping, horticulture, cleaning services) for all provincial departments, prestige clients and other government institutions. Ensure provision of provincial (including prestige) security and protection management services. Ensure effective management of customer business management services. Promote good corporate governance.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
<u>POST 24/107</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 073 187 per annum (Level 13), an all-inclusive remuneration package
	:	Directorate: Infrastructure Delivery for Education Facilities, Head Office (Bhisho) Ref No: DPWI 06/06/2022 Infrastructure Delivery for Health Facilities, Head Office (Bhisho) Ref No: DPWI 07/06/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in Built environment, Registration with the professional institutes within the building environment will be advantageous, with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public Service Act, understanding of acts, regulations and policies governing the built environment, Public Service Regulations of 2016. Public Finance Management Act (PFMA), Sound management, budgeting and interpersonal skills, management of assets. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.
<u>DUTIES</u>	:	Manage Construction Procurement Strategy and Infrastructure Programme Management Plan (IPMP). Manage Infrastructure Programme Implementation (IPIP) and Service Delivery Agreements. Manage the construction procurement process. Manage sector and report on the programme. Manage provision of programme support. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
<u>POST 24/108</u>	:	<u>DIRECTOR: TECHNICAL PORTFOLIO SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 073 187 per annum (Level 13), an all-inclusive remuneration package
	:	Directorate: Technical Portfolio Services for Education, Head Office (Bhisho) Ref No: DPWI 08/06/2022 Directorate: Technical Portfolio Services for Health, Head Office (Bhisho) Ref No: DPWI 09/06/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in Built environment, Registration with the professional institutes within the building environment will be advantageous, with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets

Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA) Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Citizen Focus and Responsiveness, Networking and Building Bonds. Diversity Management, Negotiations, Presentation, Analytical. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

DUTIES : Manage Technical Support Portfolio Services. Manage the delivery of infrastructure programmes and projects. Manage property and infrastructure inputs for longer term integrated infrastructure planning. Manage allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 24/109 : **DIRECTOR: INTEGRATED PLANNING, RESEARCH AND POLICY COORDINATION REF NO: DPWI 10/06/2022 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), an all-inclusive remuneration package
: Head Office (Bhisho)
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Management/ Administration/Social Sciences with 5 years' relevant experience at Middle Management Level. A Post-graduate qualification with Strategic Management/ Research/ Policy/ Development Studies will be an added advantage. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: In-depth knowledge of Public Service Legislation/ Policies/ Prescripts and Procedures governing planning and strategic management. Sound understanding of government policies, priorities and programmes. In-depth knowledge of Public Service Regulatory Framework. Sound knowledge Information and Performance Management. Public Administration Management Act, 11 of 2014, Medium Term Strategic Framework: 2019 – 24, Provincial Strategic Framework: 2019-24, Framework for Strategic Plans and Annual Performance Plans?2019/20. Basic knowledge of Financial Administration. SMS Handbook. Diversity Management Principles. Project Management Principles. Departmental Policies and Procedures. Government Programmes. Procurement directives. Analytical and Policy Analysis Skills. Advanced research skills. Stakeholder Engagement. People Management. Networking and Building Bonds. Negotiation. Communication and Information Management. Presentation. Project Management. Report Writing Skills. Team building and strong inter-personal skills. Excellent verbal and written communication skills. Time Management High Level of Reliability. Facilitation and organizing skills. Advanced computer literacy skills. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

DUTIES : Manage Provision of strategy and integrated planning services in the department. Manage and coordinate research and policy coordination. Facilitate the development and implementation of services delivery improvement plans and initiatives. Effectively manage the Audit of Predetermined Objectives. Direct and oversee effective and sound management environment within the directorate. Provision of a structured link between the department and its entities. Manage and coordinate the implementation of special programme in the Department. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 24/110 : **DIRECTOR: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING**
REF NO: DPWI 11/06/2022 (X1 POST)

SALARY : R1 073 187 per annum (Level 13), an all-inclusive remuneration package
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, Bachelor's Degree NQF Level 7 in Property Management/Town and Regional Planning/Real Estate with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Knowledge of state land administration. Knowledge of South African property law. Knowledge of the definition of the state land and historic and current tenure registration systems. Knowledge of survey records. Knowledge of deeds registry records. Knowledge property legislation, guidelines and prescripts National Treasury guidelines and prescripts related to the recording and accounting of immovable assets. Information Management. Government Programmes. Public Services Act and Regulations. Good Communication skills. Strategic thinking, Forward planning, Report writing and presentations. Computer Skills (Advance Excel, data bases, GIS and Power Point). Research skills (property related). Data analysis and interpretation (property related data). Interpretation of survey records, Interpretation of deeds records, Interpretation of spatial data (including topographical maps). Interpretation of historic records (e.g. proclamations, maps), interpretation of financial records (e.g. WIP, valuations). Accuracy and high sense for detail (extremely important). Planning (Town and Regional Planning, Spatial planning, Urban design, Revitalization of town etc.). Analytical thinking and problem solving. Motivational Conflict Management. Budget and financial management. HR management. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication

DUTIES : Manage the design, maintenance of the immovable Asset Strategy, Policy & Register (IAR). Facilitate the confirmation of vesting of provincial deemed properties in terms of Item 28(1) to Schedule 6 of the Constitution. Manage co-ordination of Land and Property Information Portfolio and Planning. Facilitate and co-ordinate property research. Facilitate the survey and registration of provincial state land. Manage allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 24/111 : **DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS**
REF NO: DPWI 12/06/2022 (X1 POST)

SALARY : R1 073 187 per annum (Level 13), an all-inclusive remuneration package
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, Bachelor's Degree NQF level 7 in the Built Environment/ Construction related disciplines. 5- years' experience at Middle Management level (MMS). A Post –graduate qualification with Research and Policy Development will be an added advantage. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Policies and Procedures. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Stakeholder Engagement. Diversity Management. Report Writing. Computer Literacy, Negotiation, Presentation, Analytical, Research, Evaluation, Budget and Financial Management, Project /Management, Motivational, Conflict Resolution /Problem Solving. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

DUTIES : Manage and direct research into appropriate best practice, trends and new developments/ innovations in construction methodologies, alternative and green technologies. Direct and oversee the development, implementation,

adherence to and review of Capacitation & knowledge Management Strategies and Plans for all provincial and local infrastructure Departments. Direct and oversee the development, implementation of strategies and plans to manage relations with stakeholders interfacing with the programme and Directorate. Manage and oversee effective and sound management environment within the directorate. Effective and efficient identification and management of risks within the directorate.

ENQUIRIES : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 24/112 : **DISTRICT DIRECTOR (X6 POSTS)**

SALARY CENTRE : R1 073 187 per annum (Level 13), an all-inclusive remuneration package
Ref No: DPWI 13/06/2022, Amathole District Office (East London)
Chris Hani District Office (Queenstown) Ref No: DPWI 14/06/2022
Joe Gqabi District Office (Aliwal North) Ref No: DPWI 15/06/2022
Nelson Mandela Bay Metro (Port Elizabeth) Ref No: DPWI 16/06/2022
OR Tambo District Office (Mthatha) Ref No: DPWI 17/06/2022
Sarah Baartman District Office (Port Elizabeth) Ref No: DPWI 18/06/2022

REQUIREMENTS : National Senior Certificate, Bachelor's Degree NQF Level 7 in Engineering (Civil/Structural)/ Architect/Quantity Surveyor/ Project Management/ any Built environment disciplines or equivalent qualification with 5 years' relevant experience at middle management level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Building Regulations and Standards. Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF) Preferential Procurement Policy Framework Act, 5 of 2000, Provincial Growth and Development Plan for Eastern Cape Public Service Act. Sound financial and people management skills. Proven strategic and leadership skills. Excellent communicator at all levels (written and verbal). Knowledge of operational framework of the Public Finance Management Act. Ability to work in a culturally diverse environment and lead cultural intervention and change management projects. An understanding of the restructuring imperatives within the Public Service environment. Computer literacy. Good interpersonal skills and negotiation skills. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

DUTIES : Coordinate the management of government fixed assets. Coordinate the management of construction and maintenance of state owned buildings. Coordinate the implementation of Expanded Public Works Programme. Coordinate the Management of corporate Services. Coordinate the implementation of supply chain management system. Manage provision of stakeholder relations, communication and special programmes services. Manage allocated resources. Manage the risks of the Region as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve Departmental Targets. Manage allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

OTHER POSTS

POST 24/113 : **REGISTRY CLERK: ADMINISTRATION SERVICES REF NO: DPWI 20/06/2022**

SALARY CENTRE : R261 372 per annum (Level 07)
Office of the MEC, Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, A Bachelor's Degree/ National Diploma in Public Management/Administration/Management/Records Management with 1-2 years' relevant experience. A valid driver's licence. Knowledge and Skills: Knowledge of registry duties, practices as well as ability to capture data and

- operate computer. Understanding of the Legislative framework in the Public Service. Communication skills (written and verbal). Planning and Organizing.
- DUTIES** : Rendering of effective filing and record management: Opening and close files according to the record classification system. Filing/Storage, electronically/ manually and retrieval of documents and files. Ensure and complete index card for all files. Handling of incoming and outgoing correspondence. Attend to clients. Handle telephone and other enquiries received. Receive and hand delivery mails/ files. Processing and process documents for archiving and disposal. Electric scanning of files. Sort and package file for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 24/114** : **CHAIRPERSON: ENTERPRISE RISK & ETHICS MANAGEMENT COMMITTEE REF NO: DPWI 19/06/2022 (X1 POST)**
Interested parties are hereby invited for application to be Chairperson of the Departmental Enterprise Risk & Ethics Management Committee.
Terms of Office: This appointment is for a period of three years, but may be renewed at the discretion of the department. The appointed chairperson will be expected to sign a contract, supported by terms of reference.
- SALARY** : The chairperson shall be remunerated in accordance with Provincial Treasure Instruction No, 6 of 2014/2015
- CENTRE REQUIREMENTS** : Head Office (Bhisho)
Bachelor's Degree and a Post-Graduate Degree in Risk Management/Auditing/Business Administration. CA (SA)/CIA/CFE/CRP Prof/ Certified Ethics officer and CFE will be an advantage. The ideal candidate should have 5 to 10 year's Senior Management experience gained from Strategic Management, Finance, Risk Management/Anti-Fraud and Corruption environment and/or an Auditing / Financial, preferably in the public service. Strong Enterprise Risk, Ethics, Fraud risk management, Business Continuity Management, ICT or Audit background, and an intimate knowledge of public sector processes. Experience in working or serving as a Risk Committee member or Audit Committee member in an Infrastructure Built environment will be an added advantage. Candidate must demonstrate appropriate experience in serving on Risk Management or Audit Committees, and /or participating in other governance structures and must be able to dedicate time to the activities of the EMR Committee. It is expected that applicants will also be familiar with the latest trends and developments in Risk Management and Corporate Governance.
- DUTIES** : The Enterprise Risk & Ethics Management Committee is an oversight committee appointed by the Head of Department to assist him to discharge his Enterprise Risk & Ethics Management responsibilities in terms of the approved Departmental Risk & Ethics Management Committee Terms of Reference. Review the Enterprise Risk & Ethics Management, fraud policies, frameworks and strategic before recommending approval by Head of Department. Review the business continuity management policy, strategy and plans before recommending approval by the Head of Department. Review the Department's risk assessment methodologies to obtain reasonable assurance. Report any material change to the risk profile of the Department to the Head of Department. Review any material findings and recommendations by assurance providers on the system of risk management, and check that appropriate action is instituted to address identified weakness. Evaluate the effectiveness of monitoring systems pertaining to fraud and corruption and the results of management's investigations into and follow-up of alleged acts of impropriety (fraud, corruption) and related matters. Providing strategic advice to leadership on ethical issues. Provide support to Chief Risk Officer in promoting integration and collaboration of various ethics-related functions (such as anti-fraud and anti-corruption, compliance, internal audit, investigations, human resources and labour relations). Attendance of Audit Committee meetings as Chairperson of Risk and Ethics Management Committee.
- ENQUIRIES** : Can be directed to Ms S. Mdoda at Tel No: 040 602 4140 / Mr M.D. Kwaza at Tel No: 040 602 4274
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za