

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

- APPLICATIONS** : Applications must be submitted as follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> The Provincial E-Recruitment System is available 24/7. The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And addition, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer. Applications received after closing date will not be considered.
- CLOSING DATE FOR ATTENTION NOTE** : 22 July 2022
: Ms N. Gemby
: To All Applicants: 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: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 25/128** : **CHIEF DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & CAPACITY BUILDING REF NO: COGTA (01/06/2022)**
- SALARY CENTRE REQUIREMENTS** : R1 269 951 – R1 518 396 per annum (Level 14)
: Head Office: Bhisho
: National Senior Certificate plus Bachelor Degree (NQF Level 7) in Public Management/Public Administration or any related qualification. A minimum of Five (5) years' experience at a senior management level. A valid code EB (8) driver's licence. Computer literacy. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act,

Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project Management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. To ensure proper management and transformation of Traditional Leadership Institutions.

DUTIES

: Provide and drive strategic direction for the Chief Directorate and ensure the formulation and implementation of strategic policies which will enable the Chief Directorate/Administration to successfully fulfil its role in delivering services to the communities/clients. Facilitate the provision of administrative support to traditional leadership institutions such as management of processes for recognition of Traditional Leaders as well management of establishment and disestablishment of Traditional Leadership Institutions, Management and Administration of Traditional Leadership matters such as, Conditions of Services, Code of Conduct, etc. Facilitate the promotion of optimal development and capacitation of Traditional Leaders. Facilitate and manage the administration of Traditional Leadership Claims and Disputes matters. Ensure that good relations are maintained between the Chief Directorate and stakeholders such as SALGA, Municipalities, Oversight Committees, Sector Departments Provincial and National, Emerging Contractors, NGO's, consultants, Contralesa, Traditional Leaders etc. Responsible for efficient management of the Chief Directorate, including the effective utilization and training of staff, the maintenance of discipline, promotion of sound labour relations, budget and action plans and the proper use of state property. Ensure compliance with PFMA, Public Service Act and Public Regulations, Municipal Structures Act, Municipal Systems ACT, Traditional and Khoisan Leadership Act and other relevant legislations and mandates that are relevant to the department and also governing local government and traditional leadership institutions.

ENQUIRIES

: Ms. Mditshwa at Tel No: (040) 940 7073/7083/7071/7078/7079/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/129

: **CHIEF DIRECTOR: MUNICIPAL DEVELOPMENT AND PLANNING REF NO: COGTA REF. COGTA (02/06/2022)**
(Re-Advertisement)

SALARY

: R1 269 951 – R1 518 396 per annum (Level 14)

CENTRE

: Head Office: Bhisho

REQUIREMENTS

: National Senior Certificate. An undergraduate qualification (NQF) Level 7) in Land Development related field of study e.g., Town and Regional Planner or Land Survey. A minimum of five (5) years working experience at Senior Management level position in the relevant professional field. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive. A Master's degree in Development Studies, Town and Regional Planning or Land Survey will be an added advantage. Professional registration in the field of study and practice will be an added advantage. A valid driver's (Code EB) license. Computer literacy. Experience in Community Development or Local Government will be an added advantage. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of Spatial Planning and Land Use Management Act (SPLUMA), Municipal System Act (MSA), Land Survey Act, Municipal Property Rates Act, Public Service Act and Regulations, Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project Management skills. Proven record of policy development. Sound understanding of the integrated planning across the three spheres of government and intergovernmental planning framework. Sound understanding and interpretation of the National Development Plan, the Integrated Development Plans and the Provincial Spatial Development Framework including the Community

Based Planning Frameworks. Possesses experience in stakeholder management, negotiations and cooperate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and coordination. Strong analytic, innovative, and lateral thinking abilities. Strong organisational and conflict management skills. PFMA, Finance and budgetary skills. Good facilitation and presentation skills.

DUTIES

: To promote, facilitate and coordnate intergrated planning in municipalities. Provide for Spatial Planning and Land Management. Provide support and implementation of SPLUMA and other pieces of legislation and capacitate planning and land management institution. Provivde GEO-Spatial information and environment planning services. Provide intergrated Spatial Planning support.Mangae projects at Branch levels. Provide programme manageemnt support. Provide service delivery coordination service according the three sphere of government. Cordinate the formulation and implementation of te strategic objectives to enable the Chief Directorate to successfully fulfill its core functions in relation to Spatial Planning, Land Survey and Property Valuations. Develop the framework and guidelines for Community Based Panning Framework. Co-ordinate the development and implementation of policies and legislation relating to the Chirf Directorate. Monitoring and report analysis of trends, evaluation, research skills and policy framework development. Co-ordnate and prioritization and implementation of Municipal Projects funded undre the Chief Directorate. Provide leadership on transformation issues relating to employment and performance management within the component. Efficiently manage the Chief Directorate, including the effective utilization of staff, promoting of sound labour relation and the appropriate utilization of resources.

ENQUIRIES

: Ms. Mditshwa at Tel No: (040) 940 7073/7083/7071/7078/7079/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/130

: **CHIEF DIRECTOR: DISASTER MANAGEMENT & FIRE SERVICES REF NO: COGTA (03/06/2022)**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS

: R1 269 951 – R1 518 396 per annum (Level 14)
: Head Office: Bhishe
: National Senior Certificate plus three-year degree (NQF Level 7) as recognized by SAQA in Disaster Management. Five to ten (5-10) years' experience at Senior Management level in Disaster Management field. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive. A post graduate qualification and/ or master's degree in Disaster Management will be an added advantage. Professional registration in the field of study and practice will be an added advantage. Valid driver's licence. Competencies: Constitution of the Republic of South Africa (1996). Disaster Management Act No. 57 of 2002 (as amended). National Disaster Management Policy Framework GN854 of 2005. Provincial Disaster Management Policy Framework 2012. Fire Brigades Services Act No. 99 of 1987 as amended. Applied strategic thinking. Interpersonal skills and conflict resolution. Ability to work in a team. Project management. Budget and Financial management.

DUTIES

: Establish mechanism that promote and maintain an intergrated, corodinate and uniform approach to disaster risk management in the province. Conduct disaster risk assessments for the development and implementation of effective disaster risk management policies and plans in the province. Build and maintain resilient communities , environment and infrastructure in partnership with all stakeholders in relation with Disaster Risk Reduction in the Province. To develop and manage mehanism for rapid and effective response to disasters and post disaster recovery and rehabilitation in the Province. To maintain a Provincial comprehensive information management system (IMS) and an intergrated emergency communication network (ECN) which establishes communication links with all disaster risk managementb role players and complies with nationa requirements. To monitor and evaluate compliance and implementation of disaster management. Responsible for supporting municipalities with institutionalisation of PMS (i.e.

development of PMS Framework). Assist in the timely preliminary assessment of Sec. 46 reports for the purpose of developing Sec. 47 report. Assist in the development of a high-quality Sec. 47 report for the province. Assist in compiling timely responses of parliamentary questions by the Directorate. Assist in the management and monitoring of the directorate financial and non-financial resources. Assist in providing hands on support on development of Performance Agreements (PA's) of Sec. 54A and Esc 56 managers of municipalities. Monitor signing and timely submission of PA's as required by legislation. Assist in analysing PAs and give feedback to the municipalities (acknowledgement).

ENQUIRIES

: Ms. Mditshwa at Tel No: (040) 940 7073/7083/7071/7078/7079/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/131

: **CHIEF DIRECTOR (CHIEF FINANCIAL OFFICER): FINANCIAL AND SUPPLY CHAIN MANAGEMENT REF NO: COGTA (04/06/2022)**

SALARY

: R1 269 951 – R1 518 396 per annum (Level 14)

CENTRE

: Head Office: Bhisho

REQUIREMENTS:

: National Senior Certificate plus three-year degree (NQF Level 7) as recognised by SAQA in Financial Accounting / Financial Management/ Public Finance or any other related field. A minimum of Five (5) years experience in Finance or Accounting / Financial Management environment. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act. National Treasury Regulations. National Treasury Instruction & Practice notes. National Treasury Circulars. DPSA Circulars. Accounting Systems. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership.

DUTIES

: Provide strategic direction in management of revenue and debtors collection. Manage the provision of effective expenditure management services. Manage the provision of financial accounting services. Manage the planning, preparation, and monitoring of departmental budget. Manage the provisioning of financial planning and advisory services. Manage provisioning of efficient financial reporting services. Ensure alignment of the budget with the strategic plan of the department. Manage the control and inspection of assets. Ensure effective maintenance of assets. Ensure effective management of lease agreements. Provide adequate asset utilization and reporting systems. Manage the provision of acquisition management services. Manage the provision of demand management services. Manage the provision of disposal management services. Manage the provision of logistics management services. Ensure effective management of contracts. Manage assessment of supply chain management functional, operational and systematic risk and performance management. Ensure effective management of the records and registry management services. Manage the provision of fraud and loss management services. Ensure development and implementation of fraud prevention strategies. Monitor compliance with supply chain and financial management policies, processes and procedures. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. 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. Ensure timely 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.
- ENQUIRIES** : Ms. Mditshwa at Tel No: (040) 940 7073/7083/7071/7078/7079/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/132** : **DIRECTOR: LAND SURVEY AND CADASTRAL DEVELOPMENT SUPPORT
REF NO: COGTA (05/06/2022)**
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior certificate plus Bachelor's Degree (NQF level 7) in Land Surveying or Geomatics. Five (5) years' experience at middle management level in Land Surveying. Extensive experience in the implementation of Land Survey and Land Use Legislation as well as Project Management will be an added advantage. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive Experience in Local Government environment. Compulsory registration as a Professional Land Surveyor with South African Geomatics Council (SAGC). MS Office; Survey Programmes (Surpac/Model Maker); GIS Software Knowledge of Geographic Information System (GIS). Valid EB (Code 8) Drivers' License. Competencies: Extensive knowledge of the Land Survey Act, Spatial Planning and Land Use Management Act (SPLUMA), Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and Project Management skills. Financial Management, People Management and Empowerment skills. Proven record of monitoring and Evaluation. Possess experience in stakeholder management, negotiation, and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organizational and conflict management skills.
- DUTIES** : Facilitate, manage and monitor Cadastral Surveys for access to land rights in municipalities. Facilitate and monitor the development of Cadastral Information Systems in municipalities as well as base maps for planning purposes. Manage the development of policies relating to Land Survey in municipalities especially in communal land. Provide and drive strategic direction for the Division and determine the Key Performance Areas to ensure the formulation and implementation of appropriate strategic policies, which will enable the Division to successfully fulfil its role in the delivery of land survey services to communities. Efficiently manage the Division to ensure effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and appropriate utilization of resources.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/133** : **DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: COGTA
(06/06/2022)**
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior certificate plus three-year degree (NQF level 7) in Economic Sciences/Development Studies majoring in Development Economic/Economics/Political Economy or any relevant qualifications in the related field. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive Experience in Local Government environment. A master's degree in economics/development studies would be an added advantage. Three years' experience in the field of Local Economic Development. Five years' experience. Microsoft Package. Valid EB Code (8) Drivers' Licence. Competencies: In-depth knowledge of legislative

framework that governs the Public Service. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Financial Management, Continues Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Decision Making, Project Management ,Team Leader, Honesty and integrity, Professionalism, Self-driven , Good communication skills (written and verbal skills) and a good command of English language.

- DUTIES** : Promotion, facilitation, co-ordination, monitoring and evaluation of the development and implementation of Local Economic Development strategies, polices plans and programmes in support of municipalities. Promotion, facilitation, co-ordination, strengthening, monitoring and evaluation of Local Economic Development knowledge management systems. Responsible for the efficient management of assets, human and financial resources of the Directorate. Responsible for both vertical and horizontal coordination of supporting municipalities. Employment of intergovernmental relations and DDM as an enabler towards integrated economic development.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

OTHER POSTS

- POST 25/134** : **CHIEF ENGINEER GRADE A: MUNICIPAL INFRASTRUCURE SERVICES REF NO: COGTA: (11/06/2022)**

- SALARY CENTRE REQUIREMENTS** : R1 058 469 – R1 210 251 per annum, (OSD)
: Head Office: Bhisho
: National Senior Certificate plus BSC degree or B Tech in Civil Engineering. Minimum of Five (5) years working experience as Professional Engineer. Professional Registration with ECSA is compulsory. Computer Literacy: MS Word, MS Excel, MS Outlook and PowerPoint. Code EB driver's license is compulsory. Advanced Programme or Project Management Diploma will be and added advantage. Competencies: Knowledge of local government sector / municipalities would also be an added advantage. Understanding of Infrastructure development sector, government legislation, sector policy frameworks and infrastructure implementation guidelines, sector norms and standards are compulsory. Computer & presentation skills, communication, liaison & coordination expertise, planning & organising skills are compulsory.

- DUTIES** : Support municipalities in the development of Infrastructure master plans, assess municipal IDP, recommend municipal three-Year Capital Plans (3YCP), and analyse municipal Project Implementation Plans (PIPs). Convene District Appraisal Committee (DACs), appraise MIG projects' technical reports and prepare recommendations to Provincial Appraisal Committee (PAC) for project funding approval. Coordinate sector technical support in the district and develop municipal Recovery Plans. Coordinate and facilitate the sitting of the quarterly District Wide Infrastructure Forum (DWIF). Monitor the implementation of the district Provincial Municipal Infrastructure Grants Performance Management Plans (PMIG-PMP). Participate in the Provincial Strategic Projects (PSP) Steering Committees and ensure full participation of sector partners in the PSPs. Ensure alignment and integration of PSP programmes and projects with the District Strategic Projects (DSP) to realize high impact outcomes. Ensure alignment of the DDM with the DWIF for DWIFs to represent the Infrastructure Work stream of the DDM.

- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

- POST 25/135** : **CHIEF VALUER: VALUATION SERVICES REF NO: COGTA: (08/06/2022)**

- SALARY CENTRE** : R744 255 - R876 705 per annum (Level 11)
: Head Office: Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate, plus an undergraduate qualification (NQF level 6/7) in Real Estate (Property Valuations). Three (3) years' experience at Assistant Manager Level in Property Valuations. Registered as Professional Valuer or Professional Associated Valuer with South African Council for Property Valuers (SACPVP). Computer Literacy: Microsoft Office Application, MS excel Project and Power- point. Valid EB (Code 8) Driver's License.Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understating of professional ethics Property Valuers Profession Act 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and Interviewing skills. Supervisory skills, Problem-solving skills, Computer skills. Knowledge of Geographic Information. Valuation skills finance and budgetary skills.
<u>DUTIES</u>	:	Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regards to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates' valuers and other personal, high maintenance of disciple, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues to Municipalities.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 25/136</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT TO DDG: DEVELOPMENTAL LOCAL GOVERNMENT REF NO: COGTA: (09/06/2022)</u>
<u>SALAR CENTRE REQUIREMENTS</u>	:	R744 255 - R876 705 per annum (Level 11) Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, plus Bachelors' Degree (NQF level 6/7) in Social Sciences/Public Administration. A minimum of three (3) years relevant working experience at an Assistant Director Level/Junior Management Level. Three (3) years relevant experience in Office Management and providing support to SMS level. Three (3) years relevant experience in the executive support environment of two (2) years must be the Coordinator in the Local Government Sector. Computer literacy and competency of MS Word, Excel and PowerPoint. A valid EB (Code 8) Driver's license. Competencies: Good report writing and minute taking skills at high executive level. Experience in people and financial management. Knowledge of the PFMA, Strategic and Operational Plan Management, Public Administration. Ability to develop and maintain a filing system for official documents and correspondence. Understanding of government policy and processes. Effective communication skills, conflict management skills, creativity and awareness, project management skill, flexibility and initiative.
<u>DUTIES</u>	:	To manage and facilitate functional administrative support to the Office of the Deputy Director-General in relation to government business and parliamentary responsibilities of the Branch, including preparing Branch inputs to the Portfolio Committees and compile reports thereof when required to. The incumbent will also be expected to quality assure and process official correspondence, provide support in the relation to Branch input to the Clusters, Cabinet Committees and EXCO. Handling of enquiries in the Office of the Deputy Director-General. Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for Branch Management Meeting and provide secretariat services thereof, draft correspondences, submission, of memoranda. Manage the Deputy Director General's diary in relation to appointments, meetings and interviews. Establish, maintain and continuously improve relationships with internal and external

stakeholders. Facilitate submission of In-Year Monitoring Reports in the Branch. Handling of travel and accommodation arrangements for meetings. Draft applicable replies, letters and comments. Analyse and consolidate reports as well as provision of management information reports of which will facilitate informed decision making, monitor expenditure trends in the office and advise the top/senior manager of a possible under/overspending. Provision of leadership to the office: Manage plans and projects undertaken in the office by frequently monitoring adherence to timeframes and reporting on the finalisation thereof. Initiate systems and processes for the Branch to ensure adherence to the implementation of set standards. Ensure timely response to both internal and external clients' needs by dealing with them in an efficient and effective way. Accompany the Deputy Director General to official functions and official journeys. Compile, maintain and manage a database of all enquiries timeously.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/137 : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT SERVICES REF NO: COGTA: (10/06/2022)**

SALARY CENTRE REQUIREMENTS : R744 255 - R876 705 per annum (Level 11)
 : Head Office: Bhisho
 : National Senior Certificate, plus three-year Degree/Diploma (NQF level 6/7) in Public Management/Developmental Studies. A minimum of three (3) years relevant working experience at an Assistant Director Level at local government environment. Computer: (Microsoft Office Applications), advanced experience in Excel preferred. A valid code EB (Code 08) Driver's license. Experience in local government environment will be an added advantage. Competencies: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Strong Organizational skills and demonstrated ability to multi-task. Creative and innovative thinking. In depth knowledge and understanding of Local Government legislation. Good verbal, communication, and presentation skills. Understanding of the regulatory and policy environment. Excellent communication skills (written and verbal) report analysis of trends, evaluation and researching and presentation skills. Interpersonal relation skills: Ability to work under pressure. Strong organizational skills and demonstrated ability to multitask. Creative and innovative thinking.

DUTIES : Supporting municipalities with institutionalization of PMS (i.e. development of PMS Framework). Support and build capacity on Regulations on Municipal Staff especially on Performance Management & Development System (PMDS). Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Conduct timely preliminary assessment of Section 46 reports from municipalities. Conduct assessment of Section 46 reports for the purposes of developing Section 47 report. Develop a high-quality consolidated performance report on local government (Section 47 report) for the province. Support and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIPs). Conduct evaluation of support programmes Provide hands on support on development of Performance Agreements (PAs) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PAs as required by the Legislation. Conduct analysis of PAs and give feedback to the municipalities. Compile timely responses of parliamentary questions by the Directorate Manage and monitoring of the directorate financial and non-financial resources.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/138 : **TOWN AND REGIONAL PLANNER PRODUCTION GRADE A: SPATIAL PLANNING REF NO: COGTA (07/06/2022)**

SALARY : R628 014 – R676 539 per annum, (OSD)

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior certificate plus an appropriate four-year degree (NQF level 7) in Town and Regional Planning or equivalent qualification. A minimum of three years relevant postgraduate qualification in Town and Regional Planning will be an added advantage. Compulsory registration as a Professional Planner with SACPLAN. Microsoft Office Application, MS excel Project and Power- point. Valid EB (Code 8) Driver's License. Competencies: The applicant must be conversant with the provisions of SPLUMA and its Regulations, the MSA and its Regulations, the provisions of IGR, PAJA, NEMA and other relevant provincial planning laws that affect the Eastern Cape Province, including TL & GFA (2005). The applicant must be prepared to travel extensively across the province.

DUTIES : Assist municipalities in the implementation of Spatial Planning and Land Use Management Act (SPLUMA). Assist, monitor and support the adoption and implementation of Municipal Spatial Development Framework municipalities. Monitor the implementation of the Provincial Spatial Development Framework (PSDF). Monitoring the alignment of sector plans and municipal SDF with the PSDF. Assist municipalities on the development or review of land use management schemes. Assist and support the activities of the Division. Provide spatial planning input to other provincial departments whose functions are relate spatial planning (such as DEDEA, DRDAR, and Transport). Liaise with Department Agriculture, Land Reform and Rural Development (responsible for spatial planning at national level) as regards to the implementation of planning legislation in the province and provide information/input as re required from time to time.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/139 : **CONTROL TECHNICIAN GRADE A: MUNICIPAL INFRASTRUCURE SERVICES REF NO: COGTA: (12/06/2022)**
(Re-Advertisement)

SALARY : R452 895 - R517 842 per annum

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate plus a recognised Bachelor's degree/National Diploma in Civil Engineering or an equivalent qualification in the Built Environment. A minimum of Three (3) years working experience after graduating, work experience involving Local Government Sector/Municipalities will be an added advantage. Candidate Professional Technician eligible to register with ECSA and registration as a professional technician will be an added advantage. Programme or Project Management Diploma Certificate will also be an added advantage. Computer literacy B-Tech Degree (NQF Level 7) in both disciplines and Project Management Qualification will be an added advantage. Professional Registration with ECSA. Computer Literacy: MS Word, MS Excel, MS Outlook, and PowerPoint. Code EB (Code 8) Driver's license. Competencies: _Excellent communication including quality reports, Excellent writing skills, planning and organising skills, Interpersonal Relations skills, Ability to work under pressure, presentation skills.

DUTIES : Collate and update quarterly municipal B2B-PMISD report. Facilitate (provide secretariat duties) the cluster MIG Project Appraisal Committees (MACs and DAC). Consolidate and update the MIG Project baseline data, MIG Financial data and ISD Non-Financial data into a monthly cluster MIG Project-List Report. Conduct quarterly technical site hand-over or launch assessment to selected municipal projects, for possible MEC Launch and generate Technical Site Handover / Launch Report. Conduct site visits to structural building construction projects like Municipal Offices, Community Halls, and Multipurpose Centers (MPCs) to ensure qualitative outputs. Perform planned and unplanned (contracted and uncontracted) departmental, national, provincial, and municipal delegated assignments. Support

and complement any assigned ad-hoc task undertaken by the departmental staff members.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/140 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT AND ANTI-CORRUPTION
REF NO. COGTA: (13/06/2022)**

SALARY : R382 245. - R450 255 per annum (Level 09)

CENTRE : Head Office: Bhisho

REQUIREMENTS : National Senior Certificate, plus National Diploma (NQF level 6/7) in Security Management/Policing/Law or any relevant qualification. A minimum of 3-5 years at supervisory level in security environment. SSA Security Manager's course, project management will be an added advantage. Professional Registration with PSIRA. Valid EB (Code8) drivers' licence. Computer Literacy: MS Office and presentation skills. Competencies: Sound knowledge of security administration field. Knowledge of Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS). Contract management of private security (guarding services). Investigation skills. Sound management and interpersonal skills. Good communication skills at levels.

DUTIES : Implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access/egress control. Conduct evaluation and implement recommendations for physical security made by SAPS, Government Regulator. Manage and maintain all installed electronic security systems. Implementation of identification card system to identify all employees and visitors. Coordinate security cluster during events where the Member of the Executive Council appears and other departmental events. Coordinate Technical Surveillance Counter Measures (TSCM) to all sensitive discussion area in the Provincial Office and as District Support Centres. Manage and implement the electronic access control system. Manage the Close Circuit Television System of the department. Conduct security investigation regarding security breaches. Liaise with SAPS and other law enforcement agencies on case referrals and follow-ups. Manage and monitor contracted security companies performing security services. Identify threats and risks related to physical security. Conduct awareness sessions on physical security aspects.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/141 : **ASSISTANT DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL
SUPPORT & COORDINATION: RHARHABE REGION REF NO: COGTA:
(14/06/2022)**

SALARY : R382 245 - R450 255 per annum (Level 09)

CENTRE : Amathole District

REQUIREMENTS : Senior certificate, plus an undergraduate qualification (NQF level 6/7) in Public Management/ Public Administration/ Social Science coupled with 3-5 years' experience at a supervisory level in the related field. Computer literacy. Valid Code EB (08) Drivers' License. Competencies: Knowledge of legislative frame working governing the institution of Traditional Leadership is essential. Experience in the coordination and implementation of support programmes. Excellent interpersonal relations, ability to handle pressure. Good communication, presentation and report writing skills. Familiarity with the region and willingness to travel in rural communities and work extended hours when required.

DUTIES : Administering the affairs of traditional communities in accordance with customs and tradition. Facilitating the involvement of traditional communities in the development of integrated development plan of municipality in whose area that community resides. Participating in the development of policies and legislation in local level. Promoting the ideas of corporative governance, sustainable development and service delivery. Promoting indigenous knowledge systems for sustainable development and disaster management.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/142 : **CHIEF PERSONEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO:
COGTA: (15/06/2021)**

SALARY : R321 543 –R378 765 per annum (Level 08)
CENTRE : Head Office: Bhisho
REQUIREMENTS : Senior certificate, plus National Diploma/Degree (NQF level 6/7) in HRM/ Public Admin/Public Management. Minimum of 1-2 years' experience at supervisory level or 4 years' experience at salary level six (6) in Human Resource Provisioning environment. PERSAL certificate must be attached. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations. Knowledge of Human resource prescripts.

DUTIES : Coordinate & Facilitate Recruitment And Selection Process: Facilitate advertisement of vacant funded positions; Ensure timeous compilation of masterlists and appointment of panel members; Advise line management on selection process; Ensure that reference checks for interviewed candidates are conducted prior assumption of duty; Ensure early submission of forms for Personality Suitability Check to Security Office (pre-employment screening forms. Facilitate confirmation of probation: Remind supervisor about officials whose probation period are due to be confirmed; Receive forms for confirmation of probations; Prepre memo to the authorities for approval. Write letters for confirmation of probations. Facilitate implementation of transfers, translation, relocation and secondments: Process transfers from and to other departments . Update information on PERSAL accordingly. Correct capturing of appointment transaction on persal: Ensure correct capturing of transactions on PERSAL and approval thereof. Supervise capturing of appointment transaction for new employees and staff movement on PERSAL; Facilitate verification of qualifications by service provider. manage area of responsibility: 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 manage; Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure development & implementation of work plans for all subordinates.

ENQUIRIES : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 25/143 : **SENIOR STATE ACCOUNTANT: REBATES SECTION: FINANCIAL
ACCOUNTING SERVICES REF NO: COGTA: (16/06/2022)**

SALARY : R321 543 - R378 765 per annum (Level 08)
CENTRE : Head Office: Bhisho
REQUIREMENTS : Senior Certificate, plus Bachelor/Diploma (NQF level 6/7) in Financial Accounting of relevant qualification in Finance. 1-2 years' experience supervisory level, SL7, or 4 years' experience at salary level 6 in Rebates Section. Computer literacy (Microsoft Word, MS Excel, Power Point and Access). Valid Code EB (8) drivers' licence. Competencies: Must have working knowledge of government financial systems, namely BAS and PERSAL System. Good communication skills, strong analytical skills, report writing skills, proven Interpersonal skills. Strong understanding of Public Financial Management Act of 1999 (PFMA), Treasury Regulations, General Recognised Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector & SCOA.

DUTIES : Monitor all tax administration functions including performance and submission of half-yearly tax reconciliations. Ensuring the collection of payrolls from SITA, monitoring distribution, certification and returns of payrolls. Monitoring and supervision of personnel. Monitoring and clearance of PERSAL salary related

- suspense accounts. Monitoring PERSAL deductions and PERSAL/BAS reconciliation.
- ENQUIRIES** : Ms N. Mditshwa at Tel (040) 940 7073/7083/7071/7077/7078/7079/70787080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/144** : **SENIOR ADMIN OFFICER: MUNICIPAL PERFORMANCE MANAGEMENT REF NO: COGTA: (17/06/2022)**
- SALARY** : R321 543 - R378 765 per annum (Level 08)
CENTRE : Head Office: Bhisho
REQUIREMENTS : Senior Certificate, plus a recognised three-year degree/diploma in Public Management/ Social Sciences or NQF 6/7 qualification coupled with minimum of three (3) years appropriate supervisory experience or equivalent or Grade 12 Certificate (Senior Certificate) with seven (7) years supervisory in the related field. Computer Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid Code EB (08) Drivers' License. Experience in the local government environment will be an added advantage. Competencies: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal); Interpersonal relation skills; Ability to work under pressure and organizational skills.
- DUTIES** : Ensure that proper systems are maintained on the status quo of various information in the directorate i.e. (Submission of Performance Agreements by Municipal Senior Managers, PMS municipalities). Liaise with municipalities and other role players on municipal performance management issues. Assist in the implementation of programmes of the sub – directorate i.e. Facilitate assessment of Sec 46 reports of municipalities; Assist in the actual assessment of Sec 46 reports, capturing of information for the purposes of development of Sec 47 report; Responsible for administration in the sub - directorate i.e. prepare memoranda and write letters. Assist in arranging logistics for the directorate. Facilitate the compilation of the In-Year Monitoring, quarterly, Oversight and Annual reports of the sub – directorate and keep records thereof. Assist in the expenditure management, monitoring, and reporting of the sub – directorate.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/145** : **SENIOR ADMIN OFFICER: MUNICIPAL PUBLIC PARTICIPATION: ALFRED NZO DISTRICT REF NO: COGTA: (18/06/2022)**
- SALARY** : R321 543 - R378 765 per annum (Level 08)
CENTRE : Alfred Nzo District
REQUIREMENTS : Senior Certificate, plus a recognised three-year degree/diploma (NQF Level 6/7) in Public Administration and or Social Sciences. One to two years' experience supervisory Salary Level (7) or 4 years' experience at Salary Level six (6) in the related field. Computer Literacy: MS Word, Power and Excel. Driver's Licence, Code C1 (10). PDP will be an added advantage.
- DUTIES** : To supervise the Community Development Workers for the entire district of Alfred Nzo Conduct assessment for CDWs in all quarters, annual and contracting. Make follow up on departmental programs to support CDW. Create conducive environment to work collaboratively with municipalities and sector departments. Organize development and training for CDWs. Processing all the administrative activities of the district involved.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/146** : **SENIOR ADMIN OFFICER: INTERGRATED DEVELOPMENT PLAN REF NO: COGTA: (19/06/2022)**
(Re-Advertisement)
- SALARY** : R321 543 - R378 765 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	: Head Office: Bhisho : Senior Certificate, plus a National Diploma in Public Administration (NQF Level 6) or any other relevant qualification in the field recognised by SAQA. One to two years' experience supervisory Salary Level (7) or 4 years' experience at Salary Level six (6). Computer Literacy: MS Word, Powerpoint & Excel. Valid code EB (08) license. Competencies: Knowledge: Public Service Act, 1994, Public Service Regulations 200, Public Finance Management Act, 1999, Project management principles, Performance management principles, Municipal Structures Act, Municipal Systems Act. Skills, Minimum education and training, experience, values: Analytical skills, Computer literate, Leadership skills, Communication (written & verbal). Values/attributes: Tactful and diplomatic interpersonal style, Self-motivated and success driven Dedicated and hardworking, Innovative, Creativity, Fair and Honest. Communication/stakeholders: Municipalities, Traditional Institutions/Leaders, National departments (DPLG, Treasury, etc.), Provincial, departments, Key Municipal Stakeholders, and staff members.
<u>DUTIES</u>	: Facilitate Sectoral inputs into municipal IDP's. Facilitate alignment of municipal IDP's to National and Provincial priorities and plans. Facilitate and provide support on IDP capacity building programmes. Coordinate annual assessment of adopted IDP's. Facilitate the allocated resource.
<u>ENQUIRIES</u>	: Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 25/147</u>	: <u>SENIOR PERSONNEL PRACTITIONER: HR ORGANISATIONAL TRANSFORMATION & PLANNING REF NO: COGTA: (20/06/2022)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R321 543 - R378 765 per annum (Level 08) : Head Office: Bhisho : Senior Certificate, plus a recognised three-year degree/diploma (NQF Level 6/7) in National Diploma in Human Resource Management, Public Administration, Industrial Psychology or related field of study. One (1) to two (2) years' experience at supervisory salary level seven 7 or four 4 years' experience at salary level six 6. Computer Literacy: good understanding of windows: MS Word, Excel, Outlook, and PowerPoint. Valid Code EB (08) Drivers' License. Competencies: Job Knowledge. Communication. Interpersonal relations. Flexibility and Teamwork. Public Service Act, 1994, Basic Conditions of Employment Act, 75 of 1997, HR management principles, Performance management and development, Public Finance Management Act, 1999. PSR (Public Service Regulations). Stakeholder and customer relationship management principles. Project management principles. Strategic management principles. Performance management principles. Diversity management principles. Employment Equity Act, 55 1998. Meeting procedures. Report writing Stakeholder and customer will be an added advantage.
<u>DUTIES</u>	: Implement change management initiatives. Render customer relations and frontline improvement services. Implement service delivery improvement programmes and interventions. Facilitate development/reviewal of the integrated Human Resource Plan and monitoring thereof. Administer Employment Equity matters. Facilitate development/reviewal of Human Resource policies and monitor implementation thereof.
<u>ENQUIRIES</u>	: Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 25/148</u>	: <u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA: (21/06/2022)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R261 372 - R307 890. per annum (Level 07) : Head Office: Bhisho : National Senior Certificate plus National Diploma (NQF6/7) in Human Resource Management /Public Administration / Public Management. 1-2 years' experience in the relevant field. PERSAL certificate must be attached. Computer literacy. Valid Driver's license will be an added advantage. Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with

- minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations. Knowledge of Human resource prescripts.
- DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment, selection and appointment process, Capture appointment of new employees on PERSAL, Facilitate the implementation of transfers, secondments & Acting Appointments. Facilitate confirmation of probationary appointments. Facilitate the process of suitability check during the selection process. Facilitate verification of qualification for new employees.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/149** : **STATE ACCOUNTANT: GENERAL PAYMENTS: FINANCIAL ACCOUNTING SERVICES REF NO: COGTA: (22/06/2022)**
- SALARY CENTRE REQUIREMENTS** : R261 372 - R307 890 per annum (Level 07)
: Head Office: Bhsho
: Senior Certificate, plus Bachelor/Diploma (NQF level 6/7) in Commerce/Accounting/Financial Management or equivalent qualification. 1-2 years' relevant working experience in Finance environment in the field of payments. Competencies: Knowledge of Basic Accounting System (BAS) and Logis. Knowledge of Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, and applicable Circulars/ Instruction Notes, Practice Notes, Determinations, Financial Policies and Procedures. Computer skills (Microsoft Word, MS Excel). Good communication skills, strong analytical skills, Report writing skills and proven interpersonal skills.
- DUTIES** : Compilation of supplies/service provider's payments (Logis & BAS). Capturing of payments on to the system (Logis & BAS) and weekly update payment tool put on PAID STAMP on each paper of a batch/voucher a proof that payment has gone through. Resolution of queries raised by suppliers/service providers. Print, fax file all payment stubs for stubs for various suppliers/service providers after each run within a month.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/150** : **PERSONAL ASSISTANT TO DIRECTOR: STRATEGIC PLANNING AND RESEARCH REF NO. COGTA: (23/06/2022)**
- SALARY CENTRE REQUIREMENTS** : R261 372 - R307 890 per annum (Level 07)
: Head Office: Bhisho
: Senior Certificate plus an accredited undergraduate qualification in Office Administration (NQF level 6/7) and/or secretarial diploma or relevant qualification. 1-2 years relevant experience in this rendering secretarial/administrative support service. Microsoft Word, MS Excel, PowerPoint, Outlook, Access, Internet, etc. are all mandatory. Relevant experience in this field will be an added advantage. Valid code EB (08) driver license. Competencies: Knowledge of the following: Relevant local government and traditional affairs policies and procedures; Good interpersonal and decision-making skills; Proven computer literacy; Organizing and planning skills; Customer service orientation; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people. Willingness to work irregular hours.
- DUTIES** : Facilitate the smooth running of the Director's office. Type correspondences delegated by the Director. Manage the diary and appointments of the Director. Manage the resources/ arrange procurement processes of the Director. Facilitate travelling arrangements for the Director. Provide support in the coordination of submissions from directorates. Provide support in budget planning, monitoring, and reporting. Provide support/administration to the Directorate regarding meetings. Facilitate the filing and availability of all office records at all times. Assess incoming and outgoing work and distribute where required.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

<u>POST 25/151</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: JOE GQABI DISTRICT SUPPORT CENTRE REF NO: COGTA: (24/06/2022)</u>
<u>SALARY</u>	:	R261 372 - R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	Senior Certificate plus an accredited undergraduate qualification in Office Administration (NQF level 6/7) and/or secretarial diploma or relevant qualification. 1-2 years relevant experience in this rendering secretarial/administrative support service. Computer Literacy: (Microsoft Word, MS Excel, PowerPoint, Outlook, Access, Internet, etc. are all mandatory. Competencies: Good interpersonal and decision-making skills; Proven computer literacy; Organizing and planning skills; Customer service orientation; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people. Willingness to work irregular hours.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Director. Record the engagements of the Director. Ensure that office equipment is in working good order. Provide administrative support services in the Office of the Director. Manage the diary of the Director. Ensure the effective flow of information and documents to and from the office of the Director. Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. File documents for Director and the unit where required. Provide support to Director regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the Director General with the administration of the Office Budget. Keep a record of expenditure commitments for the Office of the Director. Remain up to date regarding the policies and procedures applicable to her work terrain to ensure efficient and effective support to the Director. Remain abreast with the procedures and processes that apply in the office of the Director. Facilitate travelling arrangements for the Director.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7078/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 25/152</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE CONDITIONS OF SERVICE REF NO: COGTA: (25/06/2022)</u>
<u>SALARY</u>	:	R261 372 - R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, plus National Diploma/Degree (NQF level 6/7) in HRM or Relevant Qualification with minimum of 1-2 years' experience in HRM Conditions of Service or Senior Certificate with minimum of five years' experience in HRM Conditions of Service. Computer Literacy: Microsoft Word, Excel and Microsoft Outlook. Introduction to PERSAL Certificate. Valid Code EB (08) Drivers' License will be an added advantage. Competencies: Knowledge of HR Prescripts, Sound Communication Skills, Problem Solving Skills, Decision Making Skills.
<u>DUTIES</u>	:	Supervise and undertake more complex implementation of HR Functions inclusive of implementation of service termination, approval of termination of service on PERSAL, auditing of leave files for leave gratification, processing memos and expenditure approval for payment of leave gratuity, check Z102 for claiming service benefits online, approval/processing of service benefits, state guarantees, and housing stop orders. Leave Administration: Checking and approving captured applications for leave of absence on PERSAL, supervise leave reconciliation, receive and process temporary incapacity leave application. Implementation of E-Leave System. Approving of nomination beneficiary form, checking, and approving form of nomination of beneficiaries on PERSAL.
<u>ENQUIRIES</u>	:	Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7078/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

- POST 25/153** : **SENIOR PERSONNEL OFFICERS: HUMAN RESOURCE PROVISIONING REF NO: COGTA (26/06/2022) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Head Office: Bhisho
: National Senior Certificate (Grade 12). National Diploma/Degree (NQF Level 6/7) in Human Resource Management /Public Management / Management will be an added advantage. Computer literacy. Competencies: Knowledge and Understanding of Human Resource Management prescripts, and Legislation, Basic Conditions of Employment Act, Public Service Regulations, Analytical thinking & Report Writing.
- DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment and selection process, secondments. Facilitate that reference checks for interviewed candidates are conducted prior assumption of duty. Facilitate submission of forms for Personnel Suitability check to Security Officer (pre- employment screening forms), Acting appointments, Transfer, Relocation, Facilitate the verification of qualifications by suitable service provider and Confirmation of probations.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/154** : **SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & COORDINATION REF NO: COGTA (27/06/2022) (X9 POSTS)**
- SALARY CENTRE** : R176 310 – R207 681 per annum (Level 05)
: Dalindyebo Region (X1 Post)
: Qaukeni Region (X2 Posts)
: Rharhabe Region (X2 Posts)
: Nyandeni Region (X2 Posts)
: Western Thembuland (X2 Posts)
- REQUIREMENTS** : Matric Certificate, Computer Literacy. Undergraduate Qualification (NQF 6) will be an added advantage.
- DUTIES** : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cashbook. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7078/7079/70787080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/155** : **RECEPTIONIST: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA (28/06/2022)**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Head Office: Bhisho
: National Senior Certificate. One (1) year reception related experience. Computer Literacy: MS Word, MS Office, Email, Excel, PowerPoint and Internet. Valid EB (Code 08 drivers' licence. Competencies: Customer service skills. Organisational skills.
- DUTIES** : Answering, screening phone calls and refer to relevant offices. Receive and attend to clients visiting the institution and direct clients to relevant office. Will be responsible for correspondence management of institution. Perform clerical duties such as photocopying, faxing, documents, maintain reception equipment and malfunctions. Provide necessary administrative support when required.

- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7078/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/156** : **DRIVER: FLEET MANAGEMENT REF NO: COGTA: (29/06/2022)**
- SALARY** : R124 434 - R146 577 per annum (Level 03)
CENTRE : Head Office: Bhisho
REQUIREMENTS : Grade 10/ Std 8. A minimum of 2 years' experience in a driving/messenger environment. A valid Code 10 driver's license and valid PDP. Knowledge of relevant road legislation. Competencies: Proven client focus and orientation. Sound Interpersonal skills. Extensive traveling is required and willingness to work extended hours including overtime.
- DUTIES** : Provide driving/messenger services. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage, and fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Handle routine and ad-hoc administrative tasks relevant to the execution of the function. Collect, distribute and control movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Ensure that minor/major vehicle maintenance is carried out.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7078/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/157** : **CLEANER: OFFICE SERVICES REF NO: COGTA: (30/06/2022)**
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : Head Office: Bhisho
REQUIREMENTS : ABET (Level 4 or NQF level 1-3) or equivalent qualification. 2 years' experience as a cleaner. Ability to use cleaning material. Ability to work in a team and maintain good interpersonal relationships. Good communication skills.
- DUTIES** : Clean and create an orderly working environment. Operate cleaning machines. Ensure that boardroom, offices, kitchen are clean. Prepare tea and other refreshments. Empty dust bins.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7078/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 25/158** : **CLEANER: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA: (31/02/2022)**
(Re-Advertisement)
- SALARY** : R104 073 - R122 592 per annum (Level 02)
CENTRE : Head Office: Bhisho
REQUIREMENTS : ABET (Level 4 or NQF level 1-3) or equivalent qualification. 2 years' experience as a cleaner. Ability to use cleaning material. Ability to work in a team and maintain good interpersonal relationships. Good communication skills. Competencies: Basic knowledge of cleaning chemicals and cleaning experience. Must be able to operate equipment such as polisher, vacuum cleaner, high pressure cleaner, and stripper machine. Good interpersonal and organising skills. Basic communication skills.
- DUTIES** : Cleaning and maintenance of HTL Building including sweeping of floors, vacuuming of office carpets, polishing of furniture and passages, cleaning of office glass doors; windowsills etc. Collecting of refuse bags within the building. Perform any other duties as instructed by supervisor.
- ENQUIRIES** : Ms N. Mditshwa at Tel No: (040) 940 7073/7083/7071/7077/7079/7078/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM (DEDEAT)
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Applications must be submitted as follows: Via the erezruitment system which is available on <https://erezruitment.ecotp.gov.za>. The eRecruitment System is

available 24/7 and closed at 23:59 on the closing date. No late no faxed, no emailed applications will be accepted to report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email Address, details of the issue to: olwethu.desi@dedea.gov.za. Do note that; technical support is limited to working hours and weekdays i.e. 08:16:30 Mon-Thur and 08:00-16:00 on Fridays. Should you submit your applications/CV to olwethu.desi@dedea.gov.za and not as specified – your application will be regarded as lost and will not be considered: you are urged to adhere to the submission instruction. Refer all queries related to your applications to the person as specified in the post you are applying for.

CLOSING DATE
NOTE

: 22 July 2022
: 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. NO hand delivered applications will be allowed due to COVID 19. Applicants must apply online using <https://erecruitment.ecotp.gov.za> through the E-recruitment system.

OTHER POSTS

POST 25/159

: **SCIENTIFIC MANAGER REF NO: DEDEA/2022/06/03**
(Re-Advertisement)

SALARY

: Grade A: R912 048 – R1 042 830 per annum, OSD. Appropriate salary will be determined according to the regulatory Framework (based on OSD)

CENTRE
REQUIREMENTS

: Head Office: Bhisho
: National Senior Certificate, MSc degree. Major Subjects/Field: Environmental Management/Natural Sciences. Professional Registration: Registration with SACNASP as a professional Natural Scientist. 6 years post qualification natural scientific experience. Valid driver's licence. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act).

DUTIES

: Ensure the development and implementation of environmental management research policies, systems and procedures. Provide strategic leadership and direction within the programme to direct scientific research initiatives. Lead, coordinate, and develop scientific environmental management models and

regulatory frameworks, Conduct, manage and oversee environmental research and development. Manage the allocated resources of the research component.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : Employment equity target: African Male

POST 25/160 : **DEPUTY DIRECTOR: TOURISM DEVELOPMENT REF NO: DEDEA/2022/06/01**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, Three-year degree / National Diploma in Tourism Management Valid driver's licence (Code B) The following skills, knowledge and attributes are required: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity A successful candidate will be required to undergo a security clearance. Knowledge and understanding of the Eastern Cape Economy and priority economic sectors.

DUTIES : Inform policy and strategy related to Tourism Management. Facilitate and promote tourism safety and awareness initiatives. Facilitate the implementation of Skills Development Programmes. Perform other tourism related functions, which include the following focus areas: Black Economic Empowerment: Initiate an integrated strategy in collaboration with other partners for the transformation of the tourism industry focussing on procurement and capacity building. Tourism Product Development and Investment: Influence the responsible partners to develop tourism support facilities. Perform general administrative functions, which include the Following activities: Supervise and assist the Tourism Officers with their needs relevant to their work. Assist with the Employee Performance Management and Development (EPMDS) of the Tourism Officers. Prepare all reports as required. Attendance of meetings related to tourism and others relevant to the Department. Any function as directed by the supervisor or senior management that is in the interest of the DEDEAT.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : Employment Equity Target: White female/ Person with Disability

POST 25/161 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DEDEA/2022/06/02**

SALARY : R744 255 – R876 705 per annum (Level 11)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, NQF L7 (Degree / Advanced/ Diploma) in Human Resource Management Appropriate 3- 5 years' experience. Valid driver's license (code B).The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Communication skills and corporate governance. Valid driver's license required.

DUTIES : Coordinate inputs in the development of HRD/ PMDS policies, strategies and systems. Manage the implementation of training and development programmes. Manage the implementation of performance Management and development strategy. Facilitate the implementation of HRD/ PMDS capacity building programmes. Monitor and evaluate the impact of training and development. Perform and manage administrative and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : Employment Equity target: Coloured Female/Person with Disability

POST 25/162 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: (CLIMATE CHANGE) REF NO: DEDEA/2022/06/24**

SALARY : R502 647 – R574 713 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: Bhishe
	:	National Senior Certificate, 4 years' degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience of which a minimum of 3 years must be in environmental law enforcement. An EMI qualification will be an advantage. The following skills, knowledge and attributes are required: Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Practical environmental compliance and enforcement experience will be an added advantage. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills. Ability to transfer compliance and enforcement skills to EMIs. Strategic, problem-solving and negotiation skills. Administrative and logistical skills. Customer focus and responsiveness. Willing to travel extensively and work irregular hours. Valid driver's licence required.
<u>DUTIES</u>	:	Plan, coordinate and render compliance monitoring inspections. Plan and coordinate law enforcement and investigations. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>POST 25/163</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: (EMPOWERMENT SERVICES) REF NO: DEDEA/2022/06/25 (X2 POSTS)</u>
<u>SALARY</u>	:	R502 647 – R574 713 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Bhishe
	:	National Senior Certificate, 4 years' degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience of which a minimum of 3 years must be in environmental law enforcement. An EMI qualification will be an advantage. The following skills, knowledge and attributes are required: Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Practical environmental compliance and enforcement experience will be an added advantage. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills. Ability to transfer compliance and enforcement skills to EMIs. Strategic, problem-solving and negotiation skills. Administrative and logistical skills. Customer focus and responsiveness. Willing to travel extensively and work irregular hours. Valid driver's licence required.
<u>DUTIES</u>	:	Plan, coordinate and render compliance monitoring inspections. Plan and coordinate law enforcement and investigations. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Employment Equity target: Coloured Females, Persons with disability
<u>POST 25/164</u>	:	<u>ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT GRADE A</u>
<u>SALARY</u>	:	R408 075 – R566 223 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	OR Tambo Region Ref No: DEDEA/2022/06/26 (X3 Posts) Alfred Nzo Region Ref No: DEDEA/2022/06/27 (X1 Post)

Chris Hani Region Ref No: DEDEA/2022/06/28 (X1 Post)
Amathole Region Ref No: DEDEA/2022/06/29 (X1 Post)
Sarah Baartman Region Ref No: DEDEA/2022/06/30 (X1 Post)

REQUIREMENTS : National Senior Certificate, An Honours Degree or higher qualification in Environmental Management/Natural Sciences/Policing or related qualification. A valid driver's licence. The following skills, competencies and attributes are required: Working knowledge of environmental law enforcement; working knowledge of administrative and/or criminal enforcement. The completion of an Environmental Management Inspector training course and experience in forensic investigations will be an added advantage. Knowledge in the following: Environmental legislation, Constitutional law, administrative law, criminal law, EMI Operating Manual; Interpretation and application of legislation; Principles of environmental management; Communication (written and verbal) skills; Client orientation and customer focus. KPI's: Conduct Investigation into complaints of non-compliance with environmental legislation; Draft administrative enforcement documents; affidavits; specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Compile comprehensive case dockets/files with admissible evidence; Assist and partake in joint enforcement investigations and operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in awareness raising and capacity building programmes.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : **OR Tambo Region** (EE: Coloured Male, African Male, Person with disability)
Alfred Nzo Region (EE: White Male, Person with disability)
Chris Hani Region (EE: White Female, Person with disability)
Amathole Region (EE: White Male)
Sarah Baartman Region (EE: Coloured Male, Person with disability)

POST 25/165 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO:**
DEDEA/2022/06/04
(Re-Advertisement)

SALARY : R382 345 – R450 255 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, B Comm-degree or equivalent qualification in Accounting. The following skills, knowledge and attributes are required: Communication, writing skills, Computer Literacy, Interpersonal relation and networking, Problem solving skills, financial management, Time Management, Planning and Organizing. Valid driver's licence.

DUTIES : Supervise the processing of transactions for the clearance of suspense and inter-departmental accounts. Supervise the processing of salary pay-over reconciliations and transactions. Supervise the collection, reconciliation and safeguarding of revenue. Supervise processes to ensure that all liabilities (including commitments and accruals) are accounted and paid for timeously. Supervise the administration of banking and reconciliation processes. Supervise the maintenance of the departmental financial management information systems. Perform and manage administrative and related functions. People management.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : Employment Equity target: Indian Male

POST 25/166 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO:**
DEDEA/2022/06/05
(Re-advertisement)

SALARY : R382 345 – R450 255 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma in Security Management/ Policing. Psira certificate. Valid driver's licence. 3 Years' experience in a Security Management environment at a supervisory level. The following skills, knowledge and attributes are required: Concern for Others, Creative Thinking, Citizen Service

		Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.
<u>DUTIES</u>	:	Responsible for planning, developing and implementing security plans and security management programs. Performs incident analysis and investigation relative to all incidents with advice and closure to all responsible functional management and supporting security management. Monitors and evaluates unit performance on key security issues and programs, recommends corrective action programs where appropriate. Perform and supervise administrative related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Employment Equity target: Coloured Female
<u>POST 25/167</u>	:	<u>INVESTIGATOR: CONSUMER PROTECTION REF NO: DEDEA/2022/06/06 (X2 POSTS)</u>
<u>SALARY</u>	:	R382 345 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-Degree or equivalent qualification in Law, with specific knowledge of the Criminal Procedure Act. The following skills and attributes are required: 3-5 Years 'operational experience in the space of criminal investigation Interpretation and application of legislation Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is required.
<u>DUTIES</u>	:	Investigate "transversal" adverse business practices and prohibited conduct in terms of the Consumer Protection Act, 2008.including matters affecting a fair, accessible and sustainable marketplace for consumer products and services within the Province. Preparation of search and seizure documents and other documentation required in terms of the Criminal Procedure Act and the Eastern Cape Consumer Protection Act. Preparation of investigative reports and affidavits to support applications to the Eastern Cape Consumer Tribunal. Develop and maintain monitoring and evaluation instruments to identify adverse transversal business practices in the Province. Develop and maintain an effective and efficient system for the investigation of priority transgressions. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Employment Equity target: Coloured Female, Coloured Male, Person with disability
<u>POST 25/168</u>	:	<u>ASSISTANT DIRECTOR: ECONOMIC DEVELOPMENT</u>
<u>SALARY</u>	:	R382 345 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Chris Hani Region Ref No: DEDEA/2022/06/07 Alfred Nzo Region Ref No: DEDEA/2022/06/08 Amathole Region Ref No: DEDEA/2022/06/09
<u>REQUIREMENTS</u>	:	National Senior Certificate, Three years National Diploma (NQF 6) in Economics/Business Administration/ Development Studies / Entrepreneurship. 5 Years' experience in the area of economic development. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, People Management and Communication skills. A Valid driver's license is compulsory.
<u>DUTIES</u>	:	Supervise the implementation of economic development policies, programmes and instruments within the District. Provide technical support to municipalities with the development of IDP strategies and objectives aimed at targeted economic development strategies, programmes and projects. Perform monitoring and evaluation processes to determine the impact of economic development instruments within the area of operation. Provide economic development advocacy and empowerment services for the area of operation. Perform and manage all administrative and related function.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091

NOTE : **Chris Hani Region** (EE target: African Male, Person with disability)
Alfred Nzo Region (EE Target: African Male)
Amathole Region (EE Target: African Male)

POST 25/169 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES**

SALARY : R382 345 – R450 255 per annum (Level 09)
Head Office: Bhisho Ref No: DEDEA/2022/06/10
Alfred Nzo Region Ref No: DEDEA/2022/06/11

REQUIREMENTS : National Senior Certificate, B Degree in Social Science and / Public Administration, Three (3) years relevant experience. Valid driver's licence. Experience in Economic and Environment Sector will be an added advantage. The following skills and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.

DUTIES : Provide inputs for development of Policy and Guidelines. Ensure Lobbying and networking for designated groups Coordination and Provision of reports on Performance of Regional Programmes on SPU targets which will include the following. Provide and Facilitate Capacity Building programmes. Conduct Education and Awareness on departmental programmes. Perform administrative and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : **Head Office: Bhisho** (EE Target: African Female, Person with disability)
Alfred Nzo Region (EE Target: African Male, Person with disability)

POST 25/170 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DEDEA/2022/06/12**

SALARY : R382 345 – R450 255 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in supply chain management Computer Literacy A minimum of three (3) years' Supervisory experience The following skills and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.

DUTIES : Supervise the development and maintenance of the Departmental Asset Register. Supervise the development and maintenance of the Departmental Disposal Register. Supervise the prescribed disposal process. Supervise processes for reporting on asset management practices in the Department. Perform and manage administrative and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : Employment Equity target: Coloured Male, Person with disability

POST 25/171 : **ASSISTANT DIRECTOR: AUTOMATION AND TRANSVERSAL SYSTEMS REF NO: DEDEA/2022/06/13**

SALARY : R382 345 – R450 255 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in IT 5 years' experience in IT. Valid driver's license is required. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework, Knowledge and experience of programme evaluation, Knowledge of Strategic Management and Policy analysis ,Ability to evaluate and analyze information for policy development and application of policies, Programme & Project Management, Communication skills and corporate governance, Applied strategic thinking, Planning, Organizing, Problem solving and Decision Making, Ability to write reports and compile presentations, Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due

professional care, confidentiality, interpersonal relations, fairness, courteous. A successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.

DUTIES : Manage the implementation and maintenance of transversal systems. Coordinate the implementation of automated solutions on new technologies. Monitor and evaluate proper use of transversal systems. Coordinate the implementation of security awareness and capacity building programmes amongst users, which would include the following: Perform and manage administrative functions.

ENQUIRIES NOTE : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
: Employment Equity target: Coloured Male, person with disability

POST 25/172 : **ASSISTANT DIRECTOR: ENERGY DEVELOPMENT SPECIALIST REF NO: DEDEA/2022/06/14**

SALARY CENTRE REQUIREMENTS : R382 345 – R450 255 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate, at least a 3-year qualification in the fields of science, business/economics, or engineering. Valid driver's license is required. A minimum of three (3) years' experience related to sustainable energy development. The following skills, knowledge and attributes are required: Technical proficiency, communication, report writing, computer literacy (excel, power point and word essential, GIS skills an added advantage), project management, planning and organizing, r Problem Analysis, Self-Management, Team Membership.

DUTIES : Provide technical support on sustainable energy development programmes, initiatives and related. Coordinate, facilitate and/or implement relevant sustainable energy development projects. Collect and analyse information in support of sustainable energy development. Provide support on relevant coordination, governance and reporting structures. Perform administrative and related functions.

ENQUIRIES NOTE : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091.
: Employment Equity target: Coloured Female

POST 25/173 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DEDEA/2022/06/15**

SALARY CENTRE REQUIREMENTS : R382 345 – R450 255 per annum (Level 09)
: O.R Tambo Region
: National Senior Certificate, National (NQF Level 6) Diploma in HRM as recognised by SAQA. A minimum of three (3) years' Supervisory experience. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Time Management, Planning and Organizing

DUTIES : Provide inputs and implement policies and guidelines in relation to support services. Ensure coordination and management of Human resource functions. Responsible for sound financial administration in the region. Responsible for effective and efficient implementation, monitoring, and control of administration management services (supply chain and auxiliary support. Facilitate implementation of capacity building programmes. Perform and manage administrative functions.

ENQUIRIES NOTE : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
: Employment Equity target: African Male, Person with disability

POST 25/174 : **INVESTIGATOR: COMPLIANCE AND ENFORCEMENT REF NO: DEDEA/2022/06/16 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R382 345 – R450 255 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate, Degree / National Diploma (Policing/ Law/Forensic Investigation/ Criminology and related studies). 3-5 Years 'operational experience in the space of criminal investigation. Valid driver's licence (code B). The following skills, competencies and attributes are required: Working knowledge of

	:	environmental law enforcement; working knowledge of administrative and/or criminal enforcement. The completion of an Environmental Management Inspector training course and experience in forensic investigations will be an added advantage. Knowledge in the following: Environmental legislation, Constitutional law, administrative law, criminal law, EMI Operating Manual; Interpretation and application of legislation; Principles of environmental management; Communication (written and verbal) skills; Client orientation and customer focus.
<u>DUTIES</u>	:	Organise and Participate in Overt and Covert Investigations and Operations in line with the approved SOP's. Plan, coordinate and render compliance monitoring which would include the following: Ensure cooperative governance with other Law Enforcement Agencies. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Employment Equity target: Coloured Male, Coloured Female, Person with disability
<u>POST 25/175</u>	:	<u>SENIOR LRED ADVISOR</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08)
<u>CENTRE</u>	:	Sarah Baartman Region Ref No: DEDEA/2022/06/17 Chris Hani Region Ref No: DEDEA/2022/06/18 OR Tambo Region Ref No: DEDEA/2022/06/19 Amathole Region Ref No: DEDEA/2022/06/20
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-degree with Economics as a major subject. Valid driver's licence - compulsory. 5 Years' experience in and knowledge in the area of Local and Regional Economic Development. The following skills, knowledge and attributes are required: Integrity, Service orientated, Confidentiality, Technical Proficiency, computer literacy, communication, report writing.
<u>DUTIES</u>	:	Coordinate inputs for the development of policies, guidelines, norms and standards regarding regional economic development. Assist in the formulation and identification of needs/gaps for National, Provincial and Departmental policies, guidelines, norms and standards; provide technical input into the development thereof. Assist in the development of guideline, norms and standards for Education and awareness. Promote the coordination of local economic development initiatives. Monitor implementation of local economic development activities. Manage the allocated resources of the Sub Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Sarah Baartman Region (EE target: White Male, Person with disability) Chris Hani Region (EE target: Coloured Female, Person with disability) OR Tambo Region (EE target: Coloured Male, person with disability) Amathole Region (EE target: African Male, Person with disability)
<u>POST 25/176</u>	:	<u>SENIOR BUSINESS DEVELOPMENT OFFICER REF NO: DEDEA/2022/06/21</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08)
<u>CENTRE</u>	:	O.R Tambo Region
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-degree in Economics/Business Administration/ Development Sciences. Valid driver's licence. The following skills, knowledge and attributes are required: Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.
<u>DUTIES</u>	:	Facilitate the implementation of business development policies, programmes and instruments within the Metro and the District. Assist with the provision of technical support to the Metro and municipalities with the development of IDP strategies and objectives aimed at targeted business development strategies, programmes and projects. Assist with the monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide

	:	business development advocacy and empowerment services for the area of operation.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Employment Equity target: African Male
<u>POST 25/177</u>	:	<u>SENIOR CONSUMER ADVISOR</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08) OR Tambo Region Ref No: DEDEA/2022/06/22 X1 Post Chris Hani Region Ref No: DEDEA/2022/06/23 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-degree or equivalent qualification in Policing/Law/ or any degree with specific knowledge of the Criminal Procedure Act. Valid driver's licence - compulsory. The following skills, knowledge and attributes are required: Concern for Others, Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.
<u>DUTIES</u>	:	Provide technical assistance with the development of and implement the targeted district consumer awareness strategy. Establish liaison with communities on consumer education affairs. Receive and investigate complaints on prohibited conduct in terms of the Consumer Protection Act and provide technical assistance to consumers. Provide good working relationship between the consumer and service providers and business. Liaise with Regulatory bodies on consumer related issues. Provide information on policy formulation for consumer education and consumer protection. Assist the Assistant Manager on consumer related issues.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	OR Tambo Region (EE Target: African Male, Person with disability) Chris Hani Region (EE Target: African Male, Person with disability)
<u>POST 25/178</u>	:	<u>ENVIRONMENTAL OFFICER GRADE A: AIR AND WASTE MANAGEMENT</u>
<u>SALARY</u>	:	R276 831 – R307 230 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD) OR Tambo Region Ref No: DEDEA/2022/06/31 (X1 Post) Alfred Nzo Region Ref No: DEDEA/2022/06/32 (X1 Post) Sara Baartman Region Ref No: DEDEA/2022/06/33 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Degree/diploma in Environmental Management or Natural Science fields. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, Air Quality Act, National Waste Management Strategy, Environmental Impact Assessment Regulations etc.
<u>DUTIES</u>	:	Implementation of environmental policies, strategies, action plans and legislations. Integrated Waste Management Planning (IWMP) and Air Quality management. Contribute to the development, monitoring and implementation of Provincial IWMP, Hazardous waste plans and Air Quality plans. Implement EIA regulations and licensing in respect of disposal facilities. Enforcement and compliance in relation to permits, licenses and authorizations issued. Respond and attend to pollution incidents and complaints. Liaison with National, Provincial and Local Government on issues relating to environmental management (waste and air quality management). Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at Tel No: 043 605 7091
<u>NOTE</u>	:	OR Tambo Region (EE: African Female, Person with disability) Alfred Nzo Region (EE: African Male, Person with disability) Sara Baartman Region (EE: Coloured Male, person with disability)

<u>POST 25/179</u>	:	<u>ENVIRONMENTAL OFFICER GRADE A: EMPOWERMENT SERVICES</u>
<u>SALARY</u>	:	R276 831 – R307 230 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Alfred Nzo Region Ref No: DEDEA/2022/06/34 (X1 Post) Joe Gqabi Region Ref No: DEDEA/2022/06/35 (X1 Post) OR Tambo Region Ref No: DEDEA/2022/06/36 (X1 Post) Chris Hani Region Ref No: DEDEA/2022/06/37 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Degree/diploma in Environmental Management/Education or Natural Science fields. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act).
<u>DUTIES</u>	:	Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following: Identifying and implementing environmental capacity building programmes for the general public and relevant stakeholders; Developing and implementing community-based natural resource management and environmental action projects for sustainable development; Promoting and implementing environmental awareness programmes. Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Alfred Nzo Region (EE: Indian Female, Person with disability) Joe Gqabi Region (EE: Coloured Male, Person with disability) OR Tambo Region (EE: African Male, Person with disability) Chris Hani Region (EE: Indian Male, Person with disability)
<u>POST 25/180</u>	:	<u>ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL IMPACT MANAGEMENT</u>
<u>SALARY</u>	:	R276 831 – R307 230 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD) OR Tambo Region Ref No: DEDEA/2022/06/38 (X1 Post) Amathole Region Ref No: DEDEA/2022/06/39 (X1 Post) Alfred Nzo Region Ref No: DEDEA/2022/06/40 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Degree or a National Diploma in Nature /Environmental Science field or equivalent qualification as recognized by SAQA. The following skills, knowledge and attributes are required: Computer literacy; good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid Driver's license is required.
<u>DUTIES</u>	:	Implementation of Environmental Management tools such as Environmental Impact Assessment and management systems to ensure compliance with Provincial and National Environmental Legislation and Policies. Perform inspection and compile inspection reports and Record of Decision in accordance with the National Environmental law and National Environmental Management Act. Implement National Waste Management Strategies, Waste Management Act and Air Quality Management Act; EIA Regulations. Conduct Compliance monitoring on waste management as well as air quality services. Liaison with National, Provincial and Local Government in terms of Environmental policies procedures and legislation. Perform any other duties relating to administration and management as may be delegated from time to time.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	OR Tambo Region (EE: African Male) Amathole Region (EE: Coloured Male, Person with disability) Alfred Nzo Region (EE: African male, White Male, person with disability)

POST 25/181 : **ENVIRONMENTAL OFFICER GRADE A: BIODIVERSITY REF NO: DEDEA/2022/06/41**

SALARY : R276 831 – R307 230 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Joe Gqabi Region
REQUIREMENTS : National Senior Certificate, Degree or diploma in the Environmental conservation sciences field or equivalent qualification as recognised by SAQA. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence required.

DUTIES : Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the members of the public and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office: Bhisho on wildlife management; Undertake compliance monitoring exercises in respect of wildlife permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and Local Government on issues relating to biodiversity conservation and protected area management. Liaison with the Eastern Cape Parks and Tourism Agency; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : EE Target: African Male, Person with disability

POST 25/182 : **ENVIRONMENTAL OFFICER GRADE A: COASTAL ZONE MANAGEMENT REF NO: DEDEA/2022/06/42**

SALARY : R276 831 – R307 230 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Alfred Nzo Region
REQUIREMENTS : National Senior Certificate, Degree or Diploma in Environmental Management/Natural Science/Coastal Planning or equivalent qualification field as recognized by SAQA. The following skills, knowledge and attributes are required: Integrated Coastal Planning and Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid driver's license is required.

DUTIES : Implementation of Policies and legislation on integrated coastal management. Promote integrated coastal management. Advise members of the public on issues relating to coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
NOTE : EE Target: Coloured Female, person with disability

POST 25/183 : **BUSINESS DEVELOPMENT OFFICER**

SALARY : R261 372 – R307 890 per annum (Level 07)
Alfred Nzo Region Ref No: DEDEA/2022/06/43 (X1 Post)

		Chris Hani Region Ref No: DEDEA/2022/06/44 (X1 Post)
		Sarah Baartman Region Ref No: DEDEA/2022/06/45 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-degree in Economics/Business Administration/ Entrepreneurship/ Development Studies. 2 Years' experience in the area of business development. Valid driver's License - compulsory.
<u>DUTIES</u>	:	Facilitate the implementation of business development policies, programmes and instruments within the Metro and the District. Assist with the provision of technical support to the Metro and Local Municipalities with the development of IDP strategies and objectives aimed at targeted business development strategies, programmes and projects. Assist with the monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide business development advocacy and empowerment services for the area of operation. Perform administrative and related functions
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
	:	Alfred Nzo Region (EE Target: Coloured Female, person with disability)
	:	Chris Hani Region (EE Target: Coloured Female)
	:	Sarah Baartman Region (EE Target: Coloured Male, Person with disability)
<u>POST 25/184</u>	:	<u>LOCAL AND REGIONAL ECONOMIC DEVELOPMENT (LRED) ADVISOR</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Sarah Baartman Region Ref No: DEDEA/2022/06/46 (X1 Post)
	:	OR Tambo Region Ref No: DEDEA/2022/06/47 (X1 Post)
	:	Chris Hani Region Ref No: DEDEA/2022/06/48 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-degree with Economics as a major subject. 2 Years' experience in and knowledge in the area of Local and Regional Economic Development.
<u>DUTIES</u>	:	Coordinate inputs for the development of policies, guidelines, norms, and standards. Promote the coordination of local economic development initiatives. Monitor implementation of local economic development activities. Coordinate implementation of capacity building programmes. Perform administrative and related functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
	:	Sarah Baartman Region (EE: Coloured Male, person with disability)
	:	OR Tambo Region (EE: Indian Female)
	:	Chris Hani Region (EE: African Male, White Male, Person with disability)
<u>POST 25/185</u>	:	<u>CONSUMER ADVISOR</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Sarah Baartman Ref No: DEDEA/2022/06/49 (X2 Posts)
	:	Chris Hani Region Ref No: DEDEA/2022/06/50 (X1 Post)
	:	Joe Gqabi Ref No: DEDEA/2022/06/51
<u>REQUIREMENTS</u>	:	National Senior Certificate, B-degree or equivalent qualification Law/Business Practice/Dispute Resolution. Driver's License is compulsory. Valid driver's licence.
<u>DUTIES</u>	:	Provide technical support with the development of work plans and strategies for the provisioning of consumer empowerment and capacity development services. Promote and facilitate integrated consumer awareness programmes. Coordinate and facilitate the promotion of consumer rights and awareness programmes. Facilitate the implementation of programmes in districts. Perform administrative and related functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
	:	Sarah Baartman (EE: Coloured male, White Male, Person with disability)
	:	Chris Hani Region (EE: Coloured Female, person with disability)
	:	Joe Gqabi (EE: African Male, Person with disability)
<u>POST 25/186</u>	:	<u>PERMIT ADMINISTRATION OFFICER REF NO: DEDEA/2022/06/52(X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Chris Hani Region

<u>REQUIREMENTS</u>	:	National Senior Certificate, Appropriate 3-year Degree /National Diploma in Commerce / Law or equivalent qualifications. A minimum of 3 years' experience in the field of economic development. Driver's License is compulsory.
<u>DUTIES</u>	:	Provide NEMA permit administration services. Provide administrative support with the compilation of operational monitoring and evaluation reports. Capture data on the GIS platform. Provide client services. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	EE Target: African Male, Coloured Female, Person with disability
<u>POST 25/187</u>	:	<u>NETWORK CONTROLLER REF NO: DEDEA/2022/06/53</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification in Information Technology/Systems. Minimum of one years' experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Working knowledge of Windows systems like Windows 7, 8 & 10, Office 2010, 2013 and 2016 Operating systems. Knowledge of server environment i.e., Windows Server 2012 & 2016, Exchange 2016 operating systems.
<u>DUTIES</u>	:	To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Employment Equity target: Coloured Male, Person with disability
<u>POST 25/188</u>	:	<u>HUMAN RESOURCE PRACTITIONER REF NO: DEDEA/2022/06/54</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Alfred Nzo Region
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma in Human Resource Management / Public Management. 3 years' experience in the field of HRM. Computer literacy.
<u>DUTIES</u>	:	Provide assistance on the development of policies, strategies and action plan related to human resource management. Administer and coordinate the implementation of staff provisioning and conditions of services. Provide advice and guidance on human resources matters. Facilitate and coordinate labour relations and integrated employee health and wellness programmes. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	Employment Equity target: African male, Person with disability Special Note: