

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Directions to candidates: Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za>, to report technical glitches or for assistance regarding the system and/or activation of your profile, send an email to: [YolandaS@ecdhs.gov.za](mailto:YolandaS@ecdhs.gov.za) (NB: Do not send CV's to this email). The system is available 24/7 and closes at 23:59 pm on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday to Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to [YolandaS@ecdhs.gov.za](mailto:YolandaS@ecdhs.gov.za) and not as specified above – your application will be regarded as lost and will not be considered. NB: The Department will also allow hand delivered/walk-ins/postage applications. Your applications must be addressed to -The Director: Human Resource Management, Eastern Cape Department of Human Settlements, Private Bag X13008, Cambridge, 5206 (for postage) and Steve Tshwete House, 31-33 Phillip Frame Road (in front of SARS) Waverly Park, Chiselhurst, East London (for hand delivery and courier). 15 August 2022
- CLOSING DATE** :  
**NOTE** : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and 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. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications received after closing date will not be considered.

**MANAGEMENT ECHELON**

- POST 28/76** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: DHS01/08/2022**  
Purpose: To oversee departmental financial management services.
- SALARY** : R1 269 951 per annum (Level 14) all inclusive  
**CENTRE** : Head Office: East London  
**REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) in Finance/Auditing as recognised by SAQA with 5 years' experience at a senior managerial level as well as a post graduate qualification at NQF level 8 in

Finance or Auditing will be an added advantage. A certified chartered accountant (SA) qualification, active membership in professional bodies like SAICA, CFA, etc, coupled with extensive Public Sector Financial Management experience will be an added advantage. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Sound knowledge of the Public Finance Management Act (PFMA), applicable legislation and prescripts, government programmes, information management and policies and procedures. Excellent strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management competencies. Ability to work in a team and under pressure. Must possess a valid driver's licence.

**DUTIES** : Develop and execute financial and business support strategy, implement financial management plan of the department based on the mandate of the department and in line with the requirements of the Public Finance Management Act (PFMA). Exercise managerial oversight in the formulation and implementation of the department corporate financial governance programme. Provide leadership and sustainable operational management of the department finance function. Ensure that finance function performs effectively and optimally with regards to the department's requirements for stakeholder relations management. Ensure alignment of functions and business processes as well as acquisitions and utilisation of appropriate systems and solutions within business support functions. Contribute, as part of the executive management collective, to the accountability for performance of the department. Ensure that the department financial management programmes and models meet all statutory and relevant corporate governance conventions and standards. Implement budgetary controls and effective internal control systems in the accounting and reporting cycles. Implement supply chain and asset management systems. Skills And Competencies: Proven record of leadership and strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem-solving skills, advanced technological skills (expert/competent on the use of Microsoft Applications). A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. KANA: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/77** : **REGIONAL DIRECTOR: ALFRED NZO REGION REF NO: DHS02/08/2022**  
Purpose: To manage, co-ordinate and facilitate district development housing programmes and stakeholders' engagement.

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all inclusive)  
: Alfred Nzo Region  
: National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Management/Bachelor of Administration/Social Sciences/Development Studies as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Highly diligent, confident candidates with substantial management experience. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.

**DUTIES** : Determine the implementation of housing projects and quality assurance. Plan the operational implementation process. Develop and maintain a programme monitoring tool. Involve relevant stakeholders/other components in the

Department. Report on progress. Monitor housing programmes and administration. Monitor the implementation and administration of housing subsidy programmes. Monitor the implementation and administration of the human settlement development programme. Monitor the involvement of emerging contractor and other vulnerable groups. Monitor housing property. Monitor housing assets. Monitor the acquisition of land. Monitor the administration of the social/rental housing programmes. Monitor administrative support services. Facilitate the acquisition of land. Facilitate the administration of the social/rental housing programmes. Manage supply chain management provisions. Manage general administrative practices, e.g. staff management, records management etc. manage the allocated resources of the directorate. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all sub-ordinates. 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 managers. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance, and safekeeping of assets. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. KANA Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/78** : **DIRECTOR: LAND ACQUISITION AND TENURE SERVICES REF NO: DHS03/08/2022**  
Purpose: To facilitate and co-ordinate land acquisition and tenure services.

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all inclusive)  
: Head Office: East London  
: National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Management/Bachelor of Administration/Social Sciences/LLB (Law)/Development Studies as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Highly diligent, confident candidates with substantial management experience. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.

**DUTIES** : Facilitate, co-ordinate release of national and provincial state land for housing development. Provide support to municipalities to acquire private and public land for housing development. Assess housing project applications to determine property ownership. Facilitate transfer of residential sites to subsidy beneficiaries. To promote upgrading of land tenure rights for housing development. Facilitate the devolution of properties to municipalities. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA), Housing Act, Government Immovable Assets Management Act (GIAMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

## OTHER POSTS

**POST 28/79** : **SYSTEMS MANAGER: APPLICATIONS SUPPORT AND SYSTEMS DEVELOPMENT REF NO: DHS04/08/2022**

Purpose: To provide applications and systems support and develop and enhance systems and software.

**SALARY** : R744 255 per annum (Level 11), (all inclusive)

**CENTRE** : Head Office: East London

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) as recognised by SAQA in Information Technology/Information Technology Management/Information Technology in software Development/Information Technology programming/information technology in Web Development or equivalent 3 years' working experience as an Assistant Director in the field. Sound knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.

**DUTIES** : Provide applications and systems support. Provide technical/functional application support for the various designated applications/systems used by the organisation. Understand designated applications/systems business functionality and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users. Develop and enhance systems and software. Manage systems development tool software licensing requirements are adhered to. Render business analysis and process re-engineering services in respect of information and communication systems and software. Consult on and conduct surveys of user requirements. Manage the user requirements are accounted for in systems and software. Arrange and manage outsourcing of needs and requirements. Regularly assess and evaluate systems and software performance and institute reviews and renewal. Manage departmental systems and software remains commensurate with best and latest practices in the industry. Ensure that departmental systems are developed to enable business intelligence for decision support and information and knowledge management (data warehousing and data mining). ICT Governance. Evaluate and provide advice on the use of ICT to support the organisation and monitoring this use to achieve. Create procedures and policies for using various designated departmental ICT applications/systems. Ensure that the designated departmental ICT applications/systems operate in-line with the departmental Corporate Governance of ICT Policy that implements the objectives, principles and practices of the Corporate Governance Framework. Risk management. Implement appropriate security controls for designated departmental systems/application development. Maintain software support processes. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates about all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation, working in a team.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/80** : **CONTROL WORKS INSPECTOR: PROJECT MANAGEMENT AND QUALITY ASSURANCE REF NO: DHS05/08/2022**

Purpose: To ensure that inspectorate services are provided.

**SALARY** : R477 090 per annum (Level 10)

**CENTRE** : Amathole Region

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Degree/National Diploma as recognised by SAQA in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) or equivalent. 3 years working experience in human settlements development. Human settlements experience will be an added advantage. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must possess a valid drivers' licence.
<b><u>DUTIES</u></b>	:	Facilitate, co-ordinate and control the implementation of new works, repair and rectification, through inter alia the following: allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current rectification and new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure effective contract administration through the solution of disputes. Promote and assist SMME's BBBEE and PPP's. Promote the initiatives of the Extended Public Works Programme (EPWP). Ensure that the relevant project documentation for new and existing structures is compiled, through inter alia the following: develop and interpret plans and sketches. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants through inter alia the following: provide advice and guidance to contractors and consultants in respect of compliance to legislations, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Supervise the performance and conduct of subordinates through inter alia the following: identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.
<b><u>ENQUIRIES</u></b>	:	W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774 IT Support: Mr Y. Saul Tel No: 043 711 9810
<b><u>POST 28/81</u></b>	:	<b><u>ASSISTANT DIRECTOR: CAPACITY BUILDING AND MUNICIPAL SUPPORT REF NO: DHS06/08/2022</u></b> Purpose: To assist in the accreditation of municipalities.
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Head Office: East London
<b><u>REQUIRMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Social Science/Developmental Studies/Human Settlements degree/Public Management/Public Administration or equivalent. 3 years working experience at supervisory level. Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information management and performance management. Must possess a valid driver's licence.
<b><u>DUTIES</u></b>	:	Conduct capacity assessment of municipalities. Prioritise identified municipalities for assessment and facilitate the assessment process. Organise meetings with the identified municipalities in respect of the actual assessment. Assist in conducting walkthrough of the municipalities. Collate, collect data and eventually compile the assessment report. Facilitate feedback session for the assessed municipalities. Organise meetings with the assessed municipalities for feedback. Provide reports on the performance of accredited municipalities. Assist in monitoring the performance of the two accredited municipalities on their delegated areas of their responsibility. Establish communication lines and working relations with officials at the municipalities. Request reports from the

two accredited municipalities to assess their performance. Design and implement practical and acceptable monitoring instruments. Provide support towards accreditation of municipalities. Assist in assessing the current capacity of municipalities against the required capacity. Identify gaps and provide interventions to those gaps. Provide support with the development of the business plan. Work in collaboration with National for the final assessment done by an Independent Capacity Compliance Assessment Panel. Analyse and consolidate municipal capacity status information. Analyse assessment reports to establish the capacity of the municipalities. Consolidate municipal project information. Qualify problem areas and deficiencies. Skills And Competencies: Facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical, financial, project management, strategic planning and motivational skills.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/82** : **ASSISTANT DIRECTOR: RESEARCH REF NO: DHS07/08/2022**  
Purpose: To administer housing research

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Head Office: East London  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Human Settlements/Social Science/Public Management/Public Administration/Development studies or equivalent with 3 years' working experience at supervisory level. Knowledge of research project planning and execution process with good understanding of applied research, research findings dissemination process, monitoring and evaluation, government policies and planning systems, government programme of action, public service framework, human settlements policies and regulations, information management and performance framework, settlements policies and regulations, information management and performance management. Must possess a valid drivers licence.

**DUTIES** : Conduct research into the housing and human settlement sector. Compile the business plan for the execution of research on identified areas of specific research projects in support of policy development and programme development. Liaise with research partners and stakeholders and maintain a database of relevant institutions. Gather relevant information sources and verify data contributions. Maintain proper mechanisms for data collection and storage. Analyse information, form conclusions and report on findings for consumption and utilization. Administer proper reporting process. Ensure timely and adequate dissemination of research findings. Maintain a database/repository of researched material in a consumable and user-friendly format. Report on a regular basis on researched products through established reporting lines and mechanisms for tracking research applications. Maintain mechanisms for controlling access to and classification of information. Monitor, evaluate and follow-up on research findings. Administer alignment of business and project plans with research findings and recommendations. Maintain mechanisms for monitoring of utilisation application of research findings and recommendations in practice. Ensure adequate co-ordination, interaction and feedback. Intervene timely and/or on an ad-hoc basis with follow-up research and recommendations for utilisation in practice. Institute follow-up procedures and reviews. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by the subordinates. Advising subordinates about all aspects of the work. Manage the performance and conduct of subordinates and research section. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish, implement and maintain efficient and effective communications arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Facilitation, report writing, presentation, research, computer literacy, negotiation, networking, analytical, financial, project management, strategic planning and motivational skills.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/83** : **ASSISTANT DIRECTOR: ADMIN SUPPORT SERVICES REF NO: DHS08/08/2022**  
Purpose: To administer matters relating to housing development in particular providing housing administration support services.

**SALARY CENTRE REQUIREMENTS** : R382 254 per annum (Level 09)  
: Amathole Region  
: National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) as recognised by SAQA in Public Management/Public Administration/Human Settlements/Developmental studies or equivalent. 3 years' working experience at supervisory level. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

**DUTIES** : Perform HSS functionalities within the region. Capture all submitted application forms HSS timeously. Verify submitted application forms. Ensure that approvals are done timeously. Assist with search overrides. Attend to beneficiary status queries. Perform beneficiary administration and social facilitation processes within the region. Ensure the establishment of project steering committees (PSC). Ensure that regular PSC meetings take place. Facilitate beneficiary education workshops. Facilitate the completion of subsidy application forms. Preparation of human settlements project funding applications. Attend meetings with communities and developers to familiarise them with housing policy requirements and procedures. Assist developers in compiling project descriptions and applications. Facilitate technical input on submitted applications. Present project applications at TEC and PACOM. Attend to housing administration matters/issues relating to planned and approved running projects. Attend to any administrative issue that will impact negatively on the execution of the project. Facilitate the funding requests for additional funds for blocked projects. Facilitate the funding requests for rectification projects. Facilitate the funding requests for variance allowances.  
Skills And Competencies: Problem solving, research, report writing, negotiation, interpersonal relations, communication, facilitation, analysing, conflict management, presentation, working in a team and ability to work under pressure.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/84** : **ASSISTANT DIRECTOR: GENERAL PAYMENTS REF NO: DHS09/08/2022**  
Purpose: Payment of suppliers for goods and services and sundry payments.

**SALARY CENTRE REQUIREMENTS** : R382 254 per annum (Level 09)  
: Head Office: East London  
: National Senior Certificate, National Diploma (NQF level 6)/Degree (NQF level 7 as recognised by SAQA in Finance/Financial Management/Auditing/Accounting/Cost and Management Accounting or equivalent. 3 years' working experience at supervisory level. Good knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, policies and procedures, information management and performance management. Must possess a valid driver's licence.

**DUTIES** : Facilitate service provider payment and ensure that the correct invoice amount is paid to appropriate banking details within 30 days from the date of receipt of an invoice, and report issues of non-compliance. Monitor creditors' reconciliation to ensure that all departmental contractual obligations are paid on time and report to the relevant authority. Report identified issues of irregular, unauthorised, fruitless and wasteful expenditure. Monitoring clearing of equitable share commitments and monthly reporting of commitments. Ensure filling and safekeeping of payment vouchers in the strongroom by implementing access control measures. Manage performance and conduct of subordinates.  
Skills And Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/85** : **SENIOR ADMINISTRATIVE OFFICER: SALES, TRANSFERS AND ASSETS**  
**REF NO: DHS10/08/2022**  
Purpose: To co-ordinate and facilitate the implementation of Enhanced Extended Discount Benefit Scheme.

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Head Office: East London  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) as recognised by SAQA in Public Administration/Public Management/Human Settlements and Management or equivalent with 2 years' working experience. Knowledge of Human Settlements policies and procedures, EEBS Policies, Deeds Registry Act, Housing Act and GIAMA. Ability to work in a team.

**DUTIES** : To co-ordinate and facilitate the implementation of EEDBS. Collect EEDBS statistics data from the municipalities. Create and update a database for all district municipalities. Identify how many houses are due for transfers to qualify for EEDBS. Visit municipalities to assist in processes to fast-track the EEDBS transfers. Collect data on challenges encountered from the appointed service providers. Ensure availability of funds and process claims for payment of service providers. Keep records of register for payments. Liaise and provide support to municipalities on Beneficiary Administration. Check and verify beneficiaries on HSS. Receive and attend to multiple housing property queries. Request and compile reports from both the municipalities and service providers. Perform any other function that will be assigned by the programme. Provision of support to municipalities on Pre-1994 Beneficiary Administration to various municipalities. Skills and Competencies: Computer literacy, communication skills, team work, personal effectiveness, minutes taking skills and customer orientated.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/86** : **SENIOR ADMINISTRATIVE OFFICER: HOUSING PROGRAMMES**  
**FACILITATION AND ADMINISTRATION REF NO: DHS11/08/2022**  
Purpose: To provide admin support to Beneficiary Administration

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : OR Tambo Region  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) as recognised as SAQA in Public Administration/Office Management/Public Management/Social Science/Human Settlements or equivalent with 2 years' working experience. Knowledge of Housing Subsidy System policies and procedures, government policies and planning systems, public service regularity framework, performance management. Be able to handle confidential matters and the ability to work under pressure. Must possess a valid driver's licence.

**DUTIES** : Facilitate and co-ordinate the registration of beneficiary application forms on housing subsidy systems. Liaise with all the relevant stakeholders involved in the housing development. Registration of all subsidy forms according to master list endorsed by municipality. Give feedback to the beneficiaries. Submit subsidy approvals to Head Office for upload electronic filling. Capture and verify beneficiary application forms on HSS. Capture and verify forms on HSS. Investigate and redress failed searches. Give feedback to beneficiaries. Plan and conduct workshop on housing policy regulations and social facilitation. Liaise with all relevant stakeholders involved in housing project. Conduct home-ownership workshop. Facilitate beneficiary profile for ceremonial handing over. Establish project steering committee on approved beneficiaries and train them. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Establish, train project steering committee and CLO. Audit project steering committee. Facilitate and co-ordinate verification of destitute beneficiaries for housing programmes. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Door to door



- verification. Provide admin support in the district office. Compile formatted reports and assist with office administration. HSS related issues and enquiries. Administer fleet management services. Skills And Competencies: Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness.
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/87** : **SENIOR ADMINISTRATIVE OFFICER: INTERNAL AUDIT REF NO: DHS12/08/2022**  
Purpose: To provide internal audit services to the department.
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Head Office: East London  
: National Senior Certificate, National Diploma (NQF Level 6/B. Degree (NQF Level 7) as recognised by SAQA in Management/Finance/Administration/Auditing/Business Management/Public Administration/Public Management or equivalent with 2 years' working experience. Knowledge of PFMA and accompanying treasury regulations, PSRF public service regulatory framework and knowledge of service delivery (Batho Pele). Experience in an internal audit environment will be an added advantage.
- DUTIES** : Perform secretariat duties for the audit committee. Record minutes for the audit committee and staff meetings. Preparation of audit committee packs by collecting all the relevant information and circulation to the audit committee and top management. Write report on behalf of the audit committee and head of internal audit unit. Compiling of quarterly audit committee reports for audit committee meetings. Provide assistance of the compilation of operational budget for the unit including its management. Compilation of cash flows for the unit at the beginning of the financial year are completed and submitted to the relevant unit. Assist in preparing reports for the In-Year Monitoring. Provide assistance during audit assignments. Overall administration of internal audit. Assisting in the capturing of findings register. Creation and maintenance of permanent files. Consolidating of all quarterly reports for the quarterly audit committee. Provide assistance to the audit team and audit committee in making travel arrangements. Liaise with relevant travel agencies to make travel arrangements. Identify venues, organise refreshments for the audit committee members. Processes the travel and subsistence claims for the audit team and audit committee members. Processes all invoices that emanates from the activities of the work of the component. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/88** : **SENIOR ADMINISTRATIVE OFFICER: HOUSING PROGRAMMES FACILITATION AND ADMINISTRATION REF NO: DHS13/08/2022 (X2 POSTS)**  
Purpose: To facilitate and co-ordination and provision of administrative support of housing projects.
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Chris Hani Region  
: National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Public Administration/Public Management/Social Sciences as recognised by SAQA or equivalent with 2 years' working experience. Knowledge of government policies and planning systems, public service regularity framework, performance management and housing subsidy systems policies and procedures. Must possess a valid driver's licence.
- DUTIES** : Work with housing subsidy programmes within various municipalities in the region. Advise municipalities and stakeholders on various subsidy options for before submission of project application process to department and project approval. Advise municipalities on housing act and housing code related matters. Visit sites for confirmation of need with municipality officials. Attend to

various meetings at municipality for progress related matters. Advise municipalities and stakeholders on destitute and other vulnerable groups special cases, military veterans for approval process. Provide management with monthly and quarterly reports. HSS Report. HSS expenditure report, HSS financial report, HSS site by site report to project management team. Beneficiary application status reports on HSS to project management team and municipalities. Capture and verify subsidy application forms on housing subsidy systems. Check all individual application forms for corrections and capture of beneficiary forms on HSS. Record all application forms and send completed approved forms to relevant programme. Verification of beneficiary forms for approval on HSS. Write formal rejection letters to municipality and communicate to affected beneficiaries whether approved or rejected for subsidy on HSS. Meet with municipal officials to attend matters related to rejected and failed applications. Attend to all subsidy administration matters. Attend to all beneficiary administration related matters. Physical verification of submitted beneficiary list by municipalities and stakeholders for qualification and needs analysis. Social facilitation and beneficiary administration to various human settlements projects, stakeholders with Chris Hani Region. Co-ordinate establishment of project steering committee (PSC) and training. Correct and edit information on HSS. Advise municipality on community liaison officer about procedures and process to be followed for appointment. Facilitate in the construction of permanent construction of integrated sustainable human settlements. Send approved beneficiaries status report as per approval on HSS to Project Managers, relevant stakeholders and municipality. Maintain communication with project management and quality assurance regional team. Perform all consumer education activities from pre-construction, construction and post construction stages and ensure that title deeds are issued to rightful beneficiaries. Verify and capture all project claims for payment of service providers on HSS. Advice, guide various stakeholders in respect of the relevant legislations and regulations and conduct housing trainings within the municipalities. Skills And Competencies: Research, report writing, interpersonal relations, communication, computer literacy, analysing, presentation and working in a team.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/89** : **SENIOR ADMINISTRATIVE OFFICER: HOUSING PROPERTY MANAGEMENT REF NO: DHS14/08/2022**  
Purpose: To provide land acquisition and facilitation administration support services.

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: OR Tambo Region  
: National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Public Administration/Public Management/Human Settlements as recognised by SAQA or equivalent with 2 years' working experience. Knowledge of Public Finance Management Act (PFMA), applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

**DUTIES** : Facilitate the transfer of land ownership. Assist in the process of establishing and determining property ownership. Identify bottlenecks of land transfer. Arrange meetings with relevant stakeholders for the process of transfer. Take notes in meetings. Assist in report writing of the resolution from meeting. Assist in the housing project application to determine ownership. Identify causes for unproved application. Compile a report on the causes and challenges. Facilitate deeds of sales. Identify causes for unapproved application. Compile a report on the causes and challenges. Facilitate deeds of sales. Assist municipalities in the duplication of deeds of sales. Facilitate the submission of deeds of sales to municipalities and conveyancers. Perform general administration function. Keep record of all transfer files. Check document for correctness and completeness. Provide administrative advice to the office. Perform other related duties as required. Skills and Competencies: Report writing, computer literacy and communication skills.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/90** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: BID ADMINISTRATION REF NO: DHS15/08/2022**

Purpose: To provide bid administrative and secretarial services

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Head Office: East London  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Supply Chain Management/Purchasing Management/Management/Public Management as recognised by SAQA or equivalent with 2 years' working experience. Knowledge of procurement procedures and bid administration.

**DUTIES** : Provide secretariat support duties to technical bid administration committees. Facilitate sittings of committee meetings. Distribute agenda and minutes to members. Ensure adjudication packs are submitted on time to members. Advise members on SCM prescripts and legislation. Review compliance documents from the prospective bidders. Requests returnable documents written on the appointment letter from the service providers. Compile compliance report. Draft score sheets for evaluation purposes. Compile submission to contract management. Make copies of the awarded bidder document and submit them to contract management for the preparation of contract. Provide general administrative duties. Receive variation order submissions from the regions. Record them on incoming book. Advertise results of bid award on the departmental website. Safekeeping of bid files for record purposes. Safeguard the bid file. Receive requests for information from AG/Internal Audit. Pull out bid files from the strong room (storeroom). Submit information to internal and external stakeholders. Skills and Competencies: Good communication skills, supervisory skills, personal effectiveness, computer literacy, working in a team, pay attention to details and ability to meet deadlines.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/91** : **SENIOR ADMINISTRATIVE OFFICER: CONTRACTS MANAGEMENT REF NO: DHS16/08/2022**

Purpose: To provide administrative support services in the departmental contract management

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Head Office: East London  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Office Management and Technology/Public Management as recognised by SAQA or equivalent with 2 years' working experience. Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures.

**DUTIES** : Administer all the departmental contracts. Receive and capture the contracts received in a file. Administer the movement of each contract file. Categories files accordingly. Update and maintain accurate contract register. Update the contract database. Receive and update any variation or extension for contracts. Follow up on the pending contracts. Visit districts for documentation and signatures from municipalities, service providers and other stakeholders. Perform general administrative functions. Keep a well organised admin system. Provide admin advice to the office. Ensure contracts are properly filed accordingly. Ensure contracts are scanned and copies are made for relevant personnel. Maintain the safety and security of the storage area. Skills And Competencies: Facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical, financial, project management, strategic planning and motivational skills.

**ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/92** : **ADMINISTRATIVE OFFICER: HOUSING SUBSIDY SYSTEMS REF NO: DHS17/08/2022**

Purpose: To administer all housing subsidies and conditional grant in accordance with human settlements policy through the housing subsidy system (HSS)

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Head Office: East London  
**REQUIREMENTS** :

National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Public Administration/Public Management/Human Settlements as recognised by SAQA or equivalent with 1 to 2 years' working experience. Knowledge of housing subsidy system policies and procedures, public service regularity framework and performance management.

**DUTIES**

Conduct procedural checking of project claims submitted. Verify certified claims from project management section. Verify availability of supporting documents on claims received. Monitor the availability of project budget and duration of contract on HSS. Inform project administrators reasons on rejected claims. Administer the processing of claims on housing subsidy system. Draw status report on HSS to verify data quality on sites claimed. Verify and authorise claims on housing subsidy system. Attend system exceptions on claims captured on HSS. Monitor the processing of claims given to subordinates. Address developer queries in respect of claims. Administer the processing of non-financial data on HSS. Supervise the receiving of project implementation plan spreadsheet from project management. Verify captured non-financial data on HSS. Records management of project files. Verify fully signed contracts from contract management. Supervise and updating of index page on project file. Supervise the filling of all contracts received on project file. Monitor the retrieval of project files required for audit purposes. People management. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advise subordinates with regard to all aspect of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed. Establish, implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills and Competencies: Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness, financial management, project management.

**ENQUIRIES**

: W. Hartszenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**POST 28/93** : **ADMINISTRATIVE OFFICER: CORPORATE SERVICES REF NO: DHS18/08/2022**

Purpose: To provide administrative support services

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Head Office: East London  
**EQUIREMENTS** :

National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Office Management and Technology/Management Assistant/Administrative Management and Public Management as recognised by SAQA or equivalent with 1 to 2 years' working experience. Knowledge of government policies and planning systems, public service regularity framework, presidency policies and procedures, performance management. Able to work in a team.

**DUTIES**

: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Provide supply chain clerical

- support services within the directorate. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Liaise with internal and external stakeholders in relation to procurement. Skills And Competencies: Research, report writing, interpersonal relations, communication, computer literacy, analysing, presentation, working in a team
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/94** : **ADMIN CLERK: CORPORATE SECRETARIAT REF NO: DHS19/08/2022**  
Purpose: To provide administrative support services
- SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Head Office: East London  
**REQUIREMENTS** : National Senior Certificate, NQF level 4 with no experience.  
**DUTIES** : Provide general administration and logistical support. Co-ordinate PACOM processes prior to the meetings. Update and maintain the database for all project approvals. Co-ordinate post PACOM processes. Provide sound records management. Knowledge of Human Settlements environment and housing code will be an added advantage. Skills And Competencies: Good interpersonal relations, effective communication skills, good writing skills, ability to work in a team and take initiative, ability to work under pressure, computer literate.
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/95** : **ADMIN CLERK: EMERGENCY HOUSING REF NO: DHS20/08/2022**  
Purpose: To facilitate emergency housing and EPHP
- SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : Head Office: East London  
**REQUIREMENTS** : National Senior Certificate, NQF level 4 with no experience.  
**DUTIES** : Process applications for emergency housing cases. Receive the emergency housing requests from Municipalities and office of the HOD/MEC. Capture name, surname, number of beneficiaries, nature of disaster, requests received date, responsible person from Local Municipalities, area/village verification and monthly spreadsheet. Capture application onto emergency housing system. Compile project files. Update spreadsheet. Ensure that applications, verification reports and commissioning letters are kept on the project file. Ensure project commissioning. Receive invoices from contractors and facilitate processing of claims and payments. Capture claims onto the spreadsheet. Process claims for payments. Load invoices on EHS. Provide general admin. Maintain filing system (files claims, beneficiary list, spreadsheet, correspondence). Collection and distribution of correspondence within the Emergency Housing Unit. Interact with relevant stakeholders, pertaining to all matters related to Emergency Housing Unit. Skills And Competencies: Good interpersonal relations, communication, computer literacy, personal effectiveness and ability to work in a team.
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/96** : **DRIVERS/MESSENGERS: ADMIN SUPPORT SERVICES (X2 POSTS)**  
Purpose: To render messenger/driving services
- SALARY** : R147 459 per annum (Level 04)  
**CENTRE** : (Amathole Region) Ref No: DHS21/08/2022  
(Head Office) Ref No: DHS22/08/2022  
**REQUIREMENTS** : Standard eight (8) with a valid driver's licence with a PDP. Work under pressure and difficult deadlines. Assertiveness and confidence.  
**DUTIES** : Drive light and medium motor vehicles to transport passengers and delivery other items (mail and documents). Collect and delivery documentation and related items in the department. Record all mails and documents on register. Transport departmental personnel to various destination e.g, workshops, sports activities, courses etc. Do routine checks or inspection on allocated

vehicle before and after trip and report defects timely. Take in and collect vehicles at merchants for maintenance and repairs. Ensure that state vehicles are always clean. Complete all the required and prescribed records and logbooks with regards to the vehicles and the goods handled. Complete trip sheets and logbooks before and after each trip. Ensure that vehicle accessories are always in the vehicle. Render a clerical support/messenger service in the relevant office. This would inter-alia the following: Copy and deliver documentation and related items in the department. Skills and Competencies: Report writing, computer literacy, communication skills, interpersonal relations, loyalty, fairness, integrity, responsive and courteous. W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**ENQUIRIES**

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**POST 28/97**

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**CLEANER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS23/06/2022**  
Purpose: To render cleaning services in and out of the offices.

**SALARY CENTRE REQUIREMENTS DUTIES**

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R104 073 per annum  
OR Tambo Region  
Grade 7 with no experience. Good communication skills and working in a team. Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins. Skills And Competencies: Interpersonal relations, Communication, Working in a team

**ENQUIRIES**

:

W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774  
IT Support: Mr Y. Saul Tel No: 043 711 9810

**DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY**

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

**APPLICATIONS**

:

Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>, [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/>. To report technical glitches and/or for assistance regarding the system, send an email to: Sibusiso.Nonkqoza@ectransport.gov.za (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: Sibusiso.Nonkqoza@ectransport.gov.za and not as specified above– your application will be regarded as lost and will not be considered.

**CLOSING DATE NOTE**

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15 August 2022  
Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) or <http://www.ecprov.gov.za> which usually must be signed as an unsigned Z83 form disqualifies an application, BUT, currently on the e-recruitment system, the Z83 is not downloadable and is unusable, therefore, applicants applied via the system will not be disqualified (until further notice). Z83 form should be accompanied by a recently updated comprehensive CV only with at least two (2) contactable referees. Communication from the HR of the department regarding the requirements for certified documents and other supporting documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before

the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Any Relocation costs, accommodation and travelling to attend interviews costs will be at the expense of the candidate as the department is currently not in a position to finance such costs. Preference will be given to local (Eastern Cape Province) candidates.

### **OTHER POST**

- POST 28/98** : **AUDIT COMMITTEE MEMBER (AC) (X1 POST)**  
 Three Year Contract  
 The Eastern Cape Department of Transport- Government Fleet Management Services Trading Entity calls on all independent, suitably qualified and interested persons to serve as a member of its Audit Committee for a period of three (3) years with effect from 01 September 2022.
- SALARY** : The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.
- CENTRE REQUIREMENTS** : East London  
 : A relevant degree and postgraduate qualification in Accounting/Auditing/IT / Legal (Strong expertise in corporate governance, accounting/financial management, risk and compliance management, Auditing, Performance Management and ICT. Exposure of 5 years serving as an Audit Committee Member in either the private and public sector environment. Knowledge and understanding of internal controls, major accounting and public sector reporting processes. Knowledge of public sector legislation and policies (PFMA, Treasury Regulations and National Treasury practice notes). Knowledge and understanding of the roles of the internal and external audit, performance planning and management including Human Resource Management. Knowledge and experience in IT Governance. Competences: Be independent and knowledgeable with experience in participating in governance structures. Be able to dedicate time to the activities of the Audit Committee. Have strong analytical abilities, and good communication skills.
- DUTIES** : Review effectiveness of Internal Controls, Risk Management and Governance. Must help strengthen objectivity and credibility of financial and non-financial reporting. Monitor the performance of the Internal Audit Unit. Review compliance with legal and regulatory provisions. The oversight statutory role of the audit committee is in terms of the PFMA, Treasury Regulations, etc. The Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Transport.
- ENQUIRIES** : Mr U Klaas Uriel.Klaas@ectransport.gov.za/ 060 989 4592  
 For e-Recruitment Technical Support eMail:  
 Sibusiso.Nonkqoza@ectransport.gov.za

## PROVINCIAL TREASURY

- APPLICATIONS** : Be forwarded to: Additional Note: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [theliswa.nkonyile@ectreasury.gov.za](mailto:theliswa.nkonyile@ectreasury.gov.za) (NB: For Technical Glitches Only – NO Cvs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on fri).should you submit your applications/cvs to: [theliswa.nkonyile@ectreasury.gov.za](mailto:theliswa.nkonyile@ectreasury.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person. Enquiries: Theliswa Nkonyile Tel No: 083 8755 707
- CLOSING DATE** : 15 August 2022
- NOTE** : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications received after closing date will not be considered. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Should an application be received using the incorrect application for employment (Z83), it will not be considered. Applications received after closing date will not be considered.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 03 June 2022; Executive Support to DDG: Provincial SCM Movable & Immovable Asset Management (1 year Contract) the department is withdrawing this position.



## MANAGEMENT ECHELON

<b><u>POST 28/99</u></b>	:	<b><u>DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE: ALFRED NZO REF NO: PT.01 /07/2022</u></b>
		Purpose: To monitor the implementation of the budgeting frameworks, compliance with financial assets and liabilities management, and coordinate and report on MFMA implementation.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive)
	:	Mount Ayliff
	:	Three year Degree (NQF level 7as recognised by SAQA) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Previous experience in monitoring or working in municipal environment is essential.
<b><u>DUTIES</u></b>	:	Provide Guidance on Budget Planning, Monitor, Evaluate and Report on Budget Implementation; Train municipal staff on the implementation of the Municipal Budget and Reporting Regulations. Review assessments of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Compile a district consolidated tabled budget assessment report. Facilitate the incorporation of recommendations on assessed tabled budgets into the budgets prior to adoption. Act on findings of non-compliance by municipalities in terms of the tabled and adopted budgets. Undertake all required PT reporting to NT on tabled and adopted budgets by municipalities. Undertake municipal benchmarking exercise on all tabled and adopted budgets. Review the completeness and accuracy of financial information provided in section 71 reports and provide feedback to municipalities. Compile monthly and quarterly consolidated district reports on section 71 of MFMA (In-Year Monitoring), provide feedback to municipalities, and address corrective measures. Each quarter develop consolidated action plan on municipal financial problems requiring attention & support municipalities to resolve issues. Compile analysis reports on mid-year budget and performance assessment (section 72) for each municipality, conduct mid-term engagements and address corrective measures. Co-ordinate the assessments and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Coordinate district inputs on proposed and existing circulars, regulations and legislation on budgeting and fiscal management and give feedback to the Provincial Treasury. Monitor MFMA Governance and Compliance to Improve Municipal Financial Management Systems and Processes; Coordinate the compilation of MFMA implementation reports and submit to the Provincial Treasury. Monitor, evaluate and report on Risk Management and Internal Audit compliance and corrective measures provided on a quarterly basis. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Consolidate assessment reports on governance and compliance structures to facilitate the implementation of recommendations. Co-ordinate regular reviews of Municipal Budget and Treasury Office Structures, monitor and report on vacancies in financial management activities. Coordinate institutional development and capacity building programs in municipalities in conjunction with COGTA EC based on identified gaps in financial management performance. Provide guidance to municipalities on designing and drafting of financial policies. Provide guidance on the monitoring of the implementation of approved financial recovery plans for municipalities where necessary. Monitor and provide guidance to municipalities on system of delegations as it relates to the MFMA. Monitor Compliance with Financial Assets and Liabilities and Revenue Management; Monitor, evaluate and report on financial asset management. Monitor, evaluate and report on liability management. Monitor, evaluate and report on revenue management. Coordinate implementation of recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Supervise and co-ordinate the effective and

efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Participate in IGR Fora (e.g. CFO Forum, Dimafo. Ensure The Implementation And Management Of Risk, Finance And Supply-Chain Management Protocols And Prescripts In Area Of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Skills and Competencies: Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Computer skills

- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574
- POST 28/100** : **DIRECTORS: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT FOR THE MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER SUPPORT INTERVENTIONS REF. PT.02 /07/2022 (X2 POSTS)**  
 (Fixed Term 12 Months Contracts.)  
 Purpose: To oversee, manage and coordinate the Medico Legal Claims Project and other interventions as part of implementing S18 of the PFMA
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive)  
 : Head Office Bhishe  
 : A Three-year Degree (NQF level 7) in Commerce / Financial Management / Finance Accounting / Public Finance and/ or related qualification coupled with Minimum 5 years' work experience at Middle Management level (Deputy Director Level) in financial management and with at least 2 years' experience as a project manager of a large scale project. NQF Level 8 in Public Administration, certification in Project Management and high end ICT Skills will be and added advantage.
- DUTIES** : To Oversee, Support and Manage the Projects as Determined From Time To Time: To provide strategic and project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Develop the concept and approach for monitoring the progress and successful completion of the project deliverables. Ensure that project status, issues and successes are communicated to project team, stakeholders, and all levels of management and documented appropriately. Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Coordinate meetings with DOH, OTP and PT Task Team members. Ensure monthly and quarterly progress reports are made to all relevant stakeholders, including EXCO. Provide recommendations and advice on project milestones to be implemented by DOH, OTP and PT as part of the deliverables of the project. Serve as a central point of contact between the PT and the various internal and external stakeholders of the project. Oversee And Manage The Resources To Be Deployed In Implementing S18: Manage the human resources that have been deployed in the Management of Medico Legal Claims Project. Ensure that the deployed human resources are aware of their roles and responsibilities within the project, the milestones, expected deliverables and timeframes. Manage the performance of the deployed human resources. 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 manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development

opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574

**ENQUIRIES**

**POST 28/101**

**DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT):  
MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER  
INTERVENTIONS. REF NO: PT.03 /07/2022 (X1 POST)**  
(Fixed Term of 12 Months Contract)

Purpose: To manage and facilitate the provision of ICT Management services for the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.

**SALARY  
CENTRE  
REQUIREMENTS**

R1 073 187 per annum (Level 13), (all-inclusive)

Head Office Bhisho

A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 5 years' work experience at middle management level (Deputy Director Level) in IT and with at least 2 years' experience with ICT Systems/ Network Management/ Web design / Programming.

**DUTIES**

Render Advisory Services on Project ICT Needs and Requirements: To provide ICT project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Manage and review existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment for the Project. Perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Ensure data integrity of the cases or events that have been captured onto the Case Management IT system. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Ensure ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. Manage Area of Responsibility: Manage the performance of the deployed human resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

**POST 28/102**

**CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL REF NO: PT.04  
/07/2022**

(12 Months Contract)

**SALARY  
CENTRE  
REQUIREMENTS**

R1 073 187 per annum (Level 13), (all-inclusive)

Head Office Bhisho

National Senior Certificate and a Bachelor's Degree (NQF level 7 as recognised BY SAQA) in Human Resource Management (NQF 7) coupled with minimum of 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment.

**DUTIES**

Facilitate Changes in Technology, Human Behaviour and processes with minimal cost and disruption to the department, in a manner that enhances and

ensures achievement and delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. Systematically Analyse Departmental Activities or Processes With A View To Improving the Department's Alignment with the Strategic Goals And Or Its Effectiveness and Efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change

**ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

#### OTHER POSTS

**POST 28/103** : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST: FIXED TERM OF: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 05/07/2022**

(12 Months Contract)

Purpose: To assist in the management and facilitation on the provisioning of ICT Management services for the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.

**SALARY** : R744 255 per annum (Level 11)

**CENTRE** : Head Office Bhisho

**REQUIREMENTS** : A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 5 years' work experience in IT and with at least 3 years working in ICT systems/ Network Management/Web design/ Programming. Extensive public sector financial management experience will be an added advantage.

**DUTIES** : Implementation of IT and related functions of Medico legal including overseeing personnel responsible for data collection and capturing (setting up data management capacity). Data integrity and completeness, validity and accuracy of the E- Liability register and register of cases paid to date. Accurate information for case management and contract management of the private practitioners. Accurate information to prepare the SCOPA report. Accurate information to support the audit outcomes (disclosure of contingent liabilities) Better opportunities in presenting evidence in court (pilot on patient records).

**ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

**POST 28/104** : **DEPUTY DIRECTOR: DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT 06/07/2022**

(1 Year Contract)

(Re- Advertisement)

**SALARY** : R744 255 per annum (Level 11)

**CENTRE** : Head Office Bhisho

**REQUIREMENTS** : A three-year Degree (NQF level 7) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential.

**DUTIES** : Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop

sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

**ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574  
**NOTE** : NB: The officials will be deployed to any Municipalities for intervention when need arise

**POST 28/105** : **ASSISTANT DIRECTOR: DISPOSAL & ASSET MANAGEMENT REF NO: PT 07/07/2022**  
 Purpose: Tender disposal and asset management services in the department

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office Bhisho  
**REQUIREMENTS** : Degree (NQF Level 7 as recognised by SAQA) in Logistics Management / B.Com in Accounting / Cost Management in Accounting/ Financial Management coupled with a Minimum 3 years in Supply Chain Management / Procurement / Logistics at an officer. Knowledge of BAS and LOGIS systems. Valid driver's licence. Ability to work under pressure.

**DUTIES** : Render Support in the Development and Implementation of Asset Management Policies, Procedures & Strategy; Review Asset and Fleet Management Policies. Conduct research on best practice with regard to Asset and Fleet Management Policies. Draft recommendations of improvements and submit for approval. Consult reviews policy to stakeholders. Facilitate workshop on approved policies. Serve as a secretariat to the asset disposal committee and fleet management committee. Maintain Asset Register, Including; Acquisitions, Maintenance Management, Transfers and Valuations; Complete Asset, Finance Lease Registers are effectively maintained in compliance with legislative requirements and accounting standards. Conduct Asset verification. Investigate and report on variances, make necessary recommendations to resolve discrepancies. Conduct monthly reconciliation with supporting schedules of the assets register to the relevant accounting records is prepared and resolve uncleared items. Monitor the implementation of the asset acquisition, maintenance and disposal plans. Conduct Asset Needs Assessment, Acquisition Management, Operational and Disposal Plans; Facilitate the success of asset needs assessment, acquisition management, operational and disposal plans are developed in alignment with the budget and in compliance with departmental policies and procedures. Implement asset annual acquisition, operation and maintenance plan in line with the approved budget. Render support in the development of Disposal Policy and Strategy: Review disposal policies, strategy and procedure for the department. Research best practice with regard to disposal policies. Draft recommendations of improvements. Circulate disposal strategy to internal stakeholders for input. Facilitate implementation of disposal policy. Develop And Maintain Accurate Redundant Material Database. Collate and verify list of redundant material to ensure accuracy. Monitor and update the database on a monthly basis. Report on redundant material and the value of the redundant material. Facilitate Execution Of The Disposal Process: Identify assets that are due for disposal / donation. Request approval for the disposal / donation of assets. Facilitate implementation of disposal process / donate assets.

**ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

<b><u>POST 28/106</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: PT 08/07/2022</u></b>
		Purpose: To render sound and effective salary administration and payroll management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08)
	:	Head Office Bhisho
	:	National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 5 or higher. Extensive understanding with Certificates of BAS and PERSAL systems. (Certificates must be attached).
<b><u>DUTIES</u></b>	:	Facilitate Payment of Salaries and Deductions of Payments to Third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. Facilitate Clearance And Reconciliation Of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances are monitored to ensure that they become zero at month end and year-end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance to the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details. Skills and Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework eg DORA, PFMA. Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written).
<b><u>ENQUIRIES NOTE</u></b>	:	Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574
	:	This post is earmarked for a person with disability