

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
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.nkonyili@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.nkonyili@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.
- CLOSING DATE** : 22 August 2022
- NOTE** : To All Applicants: Applications must be submitted on a duly completed New Z83 form (effective from 01 November 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae only until further notice. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability Checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. It is a DPSA requirement for applicants to produce or attach pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.
- ERRATUM:** Kindly note that all the posts that were advertised in Public Service Vacancy Circular 28 dated 29 July 2022 are withdrawn. and 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) is withdrawn. Enquiries. Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574

MANAGEMENT ECHELON

- POST 29/135** : **DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE: ALFRED NZO REF NO: PT.01 /08/2022**
Purpose: To monitor the implementation of the budgeting frameworks, compliance with financial assets and liabilities management, and coordinate and report on MFMA implementation.
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive)
- CENTRE** : Mount Ayliff
- REQUIREMENTS** : Three year Degree (NQF level 7as recognised by SAQA) in Financial Management/ Local Government Finance with Accounting as a major or any other financial related field, coupled with 7 years' experience in Financial Management environment 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.

DUTIES

: 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 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

POST 29/136 : **DIRECTORS: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH REF NO: PT.02 /08/2022 (X2 POSTS)**
(Fixed Term 12 Months Contracts)

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), (all-inclusive)
: Head Office: Bhisho
: Three year Degree (NQF level 7) in Commerce, majoring in Accounting or Auditing, coupled with Minimum 7 years' work experience in financial management or any other financial related field, of which 5 years should be middle management (Deputy Director) level. A certification in project management and experience in managing financial management related projects will be an added advantage.

DUTIES : Support the Programme Manager in leading the execution of turnaround plans by ensuring that project timeframes and objectives are met. Support the oversight and accountability in the management of resources allocated to the programme (Technical Support Unit). Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Oversee, support and manage the projects as determined from time to time. Support, digitalization, change management and business re-engineering strategies. Ensure integration of support initiatives with conventional programmes by engaging relevant sponsors for on-going improvement towards the desires impact. Ensure accurate management information to support decision making. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Skills and Competencies :High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, applications of project management tools and methodologies in financial management related area, etc.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

POST 29/137 : **DIRECTOR: INFORMATION TECHNOLOGY EXPERT: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH REF NO: PT.03 /08/2022**
(Fixed Term 12 Months Contracts)

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 8 years' work experience in IT environment, of which 5 years should be middle management (Deputy Director) level. An exposure of at least 2 years' experience in application/system development/life cycle will be an added advantage.

DUTIES : Working with Programme Manager Management, lead the development and execution of the IT strategy in support of business optimization, including Business Process Re-engineering and Change Management. Ensure data availability and its integrity for informed decision making; including performing data cleansing of the existing data within the Case Management IT system that is currently used by Health to eliminate duplicates and identify the missing information for each case or event. Support the Department of Health in the

litigation strategy by overseeing the automation/digitalisation and management of patient records as well as court/case records. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing needs through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Skills and Competencies: Expert in IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Project Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

POST 29/138 : **CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL REF NO: PT.04 /08/2022**
(12 Months Contract)

SALARY : R1 073 187 per annum (Level 13), (all-inclusive)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate and a Bachelor's Degree (NQF level 7 as recognised BY SAQA) in Human Resource Management, Industrial Psychology (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 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

OTHER POSTS

POST 29/139 : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST: IN THE TECHNICAL SUPPORT UNIT (TSU) FOR THE MANAGEMENT OF VARIOUS INTERVENTIONS BY TREASURY, INCLUDING MEDICO LEGAL CLAIMS PROJECT IN THE DEPARTMENT OF HEALTH REF NO: PT 05/08/2022**
(Fixed Term 12 Months Contracts)

SALARY : R744 255 per annum (Level 11)
CENTRE : Head Office: Bhisho
REQUIREMENTS : A Three-year Degree (NQF level 7) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ or any related field, coupled with Minimum 5 years' work experience of which 3 years should be middle management (Assistant Director) level. An exposure of at

- least 2 years' experience working in process and/or quality improvement programme will be an added advantage. A certificate in Business Processes or ICT Governance will be an added advantage.
- DUTIES** : Working with IT Expert (Director), support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, validity and accuracy of the E- Liability register, including sub registers (e.g. profile of cases paid to date, cases on the court roll, etc). Support contract management of private practitioners by ensuring continual update of the case development, verify billing and update payments of the private practitioners. Ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), support litigation strategy by enhancing opportunities in presenting acceptable evidence in court (digitalisation/automation of patient records) as well as facilitate reporting to the Standing Committee on Public Accounts (SCOPA) report. Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.
- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment Technical Support eMail to:
Theliswa.nkonyili@ectreasury.gov.za
- POST 29/140** : **DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT 06/08/2022**
(1 Year Contract)
- SALARY CENTRE** : R744 255 per annum (Level 11)
: Head Office: Bhisho. NB: The officials will be deployed to any Municipalities for intervention when need arise
- 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 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

POST 29/141 : **ASSISTANT DIRECTOR: DISPOSAL & ASSET MANAGEMENT REF NO: PT 07/08/2022**
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 (Level 7 or higher). 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 Pf 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. Skills and Competencies: Public finance Management Act. Asset Management Policies including disposal thereof. Treasury regulation. Asset Management Regulatory Framework in the Public Services. Standard Chard of Accounts. Principles and practices of accounting and disposing of Assets. Asset management, of movable asset management. Techniques and practices of asset verification. LOGIS & BAS Financial Systems. Decision Making. Analytical Thinking. Project Management. Organising and Planning. Communication Skills (verbal & written). Computer Literate. People Management.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment technical support email to:
Theliswa.nkonyili@ectreasury.gov.za

POST 29/142 : **SENIOR STATE ACCOUNTANT: CREDITORS PAYMENTS & RECONCILIATION REF NO: PT 08/08/2022**
Purpose: To render effective creditors payments services.

SALARY : R321 543 per annum (Level 08)
CENTRE : Head Office: Bhisho
REQUIREMENTS : 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 creditors payments & reconciliation environment. Extensive understanding/knowledge of BAS and LOGIS. (Certificates must be attached.)

DUTIES

: Facilitate processing of creditors payments: Check arithmetical accuracy of invoice and authenticity of supporting documents attached to the voucher to be paid. Process invoice and ensure that all invoice are paid within regulated timeframe. Record/update manual registration of commitment orders. Record paid vouchers after the run date. Prepare and submit paid batches to bookkeeping. Respond to queries from service providers. Facilitate monthly reconciliation of creditors accounts: Prepare creditors reconciliation on a monthly basis. Follow up on creditors queries arising from creditor's reconciliation. Process clearance of outstanding items on creditor reconciliation and attend to supplier queries. Prepare and submit reports before due date: Prepare and submit creditor's reconciliation report for each service provider. Prepare and submit register of orders and invoices paid. Prepare and submit report for all outstanding invoices and orders report for preparation of accruals. Manage area of responsibility: Maintain high standard by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate function to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensure that assets are managed, maintained and kept safely. Skills and Competencies: Knowledge and application of the following Legislation: Public finance Management Act. National Credit Act. National Treasury Regulation. Financial Management. Accounting systems. Extensive understanding of BAS and LOGIS. Project Management. Interpersonal Relations .Planning and Execution. Communication. Computer Literacy.

ENQUIRIES

: Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment technical support email to:
Thelisiwa.nkonyili@ectreasury.gov.za

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

APPLICATIONS

: Submit Applications via one of the options below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. Post: to P/Bag X0040, Bhisho, 5605. Hand Deliver: to Department of Rural Development & Agrarian Reform, Dukumbana Building Foyer, Independence Avenue, Bhisho, 5605. Applications should be addressed to The Head of Department: Rural Development & Agrarian Reform.Or Can be submitted direct to the following District Addresses (Direct to a specific address):
Joe Gqabi: 2 Aliwal Street, Aliwal North, 9750, OR, Private Bag X1006, Aliwal North, 9750.Enquiry: Mrs Nqangiso Tel: 051 633 1726/29
Or Tambo: 4th Floor Room 100, Botha Sigcawu Building, Corner Leeds and Owen Street, Umtata, 5099, or, Private Bag 5002, Umtata, 5099. Enquiry: Ms Z. Mjali Tel: 047 502 7726
Amathole; 94 Old BKB Building, Fitz Patrick Road, Acardia, Quigney, East London, 5200, or, Private Bag X9032 East London, 5200. Enquiry – Ms P. Ngwexane Cell: 083 451 7454
Chris Hani: Bathandwa Ndondo, Block H Komani Office Park, Komani Hospital, OR, Private Bag X7187, Queenstown, 5320. Enquiry: Mr Mabongo Tel: 045 807 7000
Dohne: Dohne Agricultural Development Institute, Research Institute, Stutterheim, 4930, OR, Private Bag X15, Stutterheim, 4930. Enquiry: Ms N. Lugodlo Tel: 043 683 5439
Alfred Nzo: Maluti Ex College of Education, ERF 206, Magistrate Street, Maluti Township, 4370, or, Private Bag X3523, Kokstad, 4700. nquiry: Mr X. Brukwe Tel: 066 238 2488
Mpofu: Private Bag X02, Balfour, 5740, Mpofu Training Centre, R67, Komani /Fort Beaufort Road, 5740. Enquiry: Mr. W. Mtati Tel: 040 864 9800
Western District/ Sarah Baartman: 64 Govan Mbeki Avenue, Mutual Building, 6th Floor, or, Private Bag X6012, Port Elizabeth, 6001. Enquiries: Ms HA Fala & Ms NT Aplein Tel: 041 402 6260 / 041 402 6266

Tardi/ Tsolo College: Thurston Street, College Drive, Tsolo, 5170, or, Private Bag X1008, Tsolo, 5170. Enquiries: Mr L. Stowman / Ms. M. Ngqwazi at (040 602 5065 / 5066)

ENQUIRIES
CLOSING DATE
NOTE

: Mr L. Stowman / Ms. M. Ngqwazi at Tel No: (040 602 5065 / 5066)
: 22 August 2022
: To all applicants: Applications must be submitted on a duly completed New Z83 form (effective from 01 November 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae only until further notice. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability Checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Applications received after the closing date will not be considered. No faxed applications will be accepted. No late applications will be accepted. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to erecruitment@drdar.gov.za (NB: For technical glitches only – No CVs) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@drdar.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system. Refer all application related enquiries to the specified contact person.

MANAGEMENT ECHELON

POST 29/143

: **CHIEF DIRECTOR: FARMER SUPPORT REF NO: DRDAR: 01/08/2022**

SALARY

: R1 269 951 - R1 518 396 per annum (Level 14), (all-inclusive remuneration package)

CENTRE
REQUIREMENTS

: Head Office (Bhisho)
: National Senior Certificate. A BSc Degree in Agricultural Science (NQF 7) as recognised by SAQA. Five (5) years' experience at Senior Management Level in the agricultural environment. Knowledge of Agricultural related legislation. Knowledge of Public Service Legislation, Regulations and Policies. Technical engineering consulting experience. Engineering & professional judgment. Computer skills. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.

DUTIES

: Management of Extension & Advisory Services. Provide direction and leadership in the implementation of national norms and standards for Extension in the Province. Provide strategic direction for the roll-out of the Extension Recovery Plan in the Department. Develop, implement, evaluate and adjust plans to achieve the desired objectives while ensuring the optimum use of allocated resources. Ensure development of business plans for access to the national food security conditional grant. Ensure the development of the provincial cropping plan, which includes production plan from the districts, Ensure an enabling environment for implementation of the Provincial Production Plan. Management of risk across multiple projects by examining total resource requirements and assessing the impact of projects. Ensure application of more advanced financial management concepts, systems and processes across different directorates.

- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/144** : **CHIEF DIRECTOR: STRATEGY AND PLANNING REF NO: DRDAR: 02/08/2022**
(Re-advertisement. Candidates who previously applied are encouraged to re-apply)
- SALARY** : R1 269 951 – R1 518 396 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Head Office (Bhisho)
: National Senior Certificate. A bachelor's degree in Public Administration/ Management Sciences at NQF level 7 as recognized by SAQA. Five (5) years' relevant experience in the area of Strategic Planning at Senior Management Level. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Project Management Methodologies (Prince 2 or others). A good understanding of the National Development Plan (2030), MTSF Priorities, PGDP, goals and other priorities of Government . Extensive knowledge of strategy, planning, performance monitoring and evaluation, research and data collection, and reporting in the public sector. Good leadership, planning, organising, coordinating and management skills. Advanced writing, verbal communication and presentation skills. Extensive understanding of the legislative and policy framework of Government. Broad experience in stakeholder engagement. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.
- DUTIES** : Strategically manage the development and application of the departmental strategy, annual performance planning and work planning policies, regime and instruments. Facilitate the development, adoption and publishing of the departmental Strategic Plan. Direct the development and maintenance of the departmental planning agenda. Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Monitor and evaluate the performance of Department programmes and report thereon. Provide technical support to departmental programmes with the development of Annual Performance and Operational Work Plans. Coordinate research and data collection initiatives in support of departmental strategic / other planning processes. Manage and coordinate stakeholder input processes into the departmental planning regime. Strategically direct the development and maintenance of the departmental performance, monitoring, evaluation and reporting regime / protocols / instruments. Manage the development of strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/145** : **DIRECTOR: ENGINEERING SERVICES REF NO: DRDAR: 03/08/2022**
(Re-advertisement. Candidates who previously applied are encouraged to re-apply)
- SALARY** : R1 073 187 per annum, (Level 13), (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE REQUIREMENTS** : Head Office (Bhisho)
: National Senior Certificate, A bachelor's or equivalent qualification at NQF level 7 as recognized by SAQA in Civil Engineering / Agricultural Engineering. Registration as professional engineer at Engineering Council of South Africa (ECSA). At least 5 years relevant post qualification experience at middle management level, coupled with 5 years relevant post registration (ECSA) experience. The recommended candidate has to produce an SMS Pre-entry

certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.

DUTIES : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Ensure the operational effectiveness of Engineering Services. Governance. Allocate, monitor and control resources. Risk Management. Manage and implement knowledge sharing initiatives. Financial and human resource management. Coordinate design efforts and integration process across disciplines and ensure seamless integration with current technology. Manage the execution of the maintenance strategy through the provision of appropriate structures, systems and resources for the attainment of organizational objectives. The management of funds to meet the MTEF objectives within the engineering environment / services.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/146 : **DIRECTOR: CORPORATE SERVICES ADMINISTRATIVE SUPPORT REF NO: DRDAR: 04/08/2022**

SALARY : R1 073 187 per annum Level 13), (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Head Office (Bhisho)
: An appropriate qualification at NQF level 7 as recognized by SAQA in Human Resources Management/ Industrial Psychology/ Public Administration/ Management. At least 5 years' relevant experience in Human Resource Management at middle management/ Deputy Director Level. Extensive knowledge of policies, regulations and directives which guide Human Resource Management in the public service. Proven leadership, strategic management, financial management and people management skills. Good administrative, planning and communication. Advanced computer skills. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic Senior Management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.

DUTIES : Develop human resource management and administration strategies and best practices aligned to relevant Acts, legislative prescripts, collective agreements and DPSA Public Service directives. Ensure strategic human resource planning by developing and implementing the Departmental HR Plan and HR Plan reports. Manage recruitment and selection processes. Conduct research, develop, and implement human resource management policies in line with relevant legislative provisions. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Manage the administration of service benefits and remuneration of employees. Manage the provision of auxiliary services. Ensure the provision of relevant Human Resource Management information to support the development of the Strategic Plan, Annual Performance Plan, Operational Plan and Annual Report. Management of allocated resources. Coordinate and manage the compilation and submission of compliance reports.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/147 : **DIRECTOR: CORPORATE ADVISORY SERVICES REF NO: DRDAR: 05/08/2022**

SALARY : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Head Office (Bhisho)
: A qualification at NQF level 7 as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Social Sciences. At least 5 years' relevant experience at middle management / Deputy Director Level. Extensive knowledge of policies, regulations and directives which guide Human Resource Development, Labour Relations, Employee Health & Wellness, Employment Equity and Performance Management & Development in the public service. Proven leadership, strategic management, financial management and people management skills. Good administrative, planning and communication skills. Advanced computer skills. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.

DUTIES : Develop and implement the departmental human resource development strategies and best practices to align with relevant Acts, legislative prescripts, collective agreements and DPSA and Public Service Commission directives. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Manage Labour Relations, Employee Health & Wellness, Employment Equity and Performance Management & Development in the Department. Manage allocated resources in line with legislative framework and comply with corporate governance and planning imperatives. Manage the implementation of appropriate structures, systems and resources for the attainment of organizational objectives. Financial and human resource management. Coordinate and manage the compilation and submission of compliance reports.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/148 : **DIRECTOR: CONTRACT MANAGEMENT REF NO: DRDAR: 06/08/2022**
(Re-advertisement. Candidates who previously applied are encouraged to re-apply)

SALARY : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Head Office (Bhisho)
: National Senior Certificate. A bachelor's degree at NQF level 7 (As recognized by SAQA) in LLB/BJURIS/BPROC/Bachelor of Laws or Bachelor's Degree in Logistics or Supply Chain Management. At least five years relevant contract management experience at Middle Management level. Knowledge: Public Financial Management Act (PFMA), 1999, Treasury Regulations. Supply Chain Management (SCM) Prescripts including Preferential Procurement Policy Framework. Public Service Act, 1994, Good project management, operational and financial management skills. Law of Contracts and Supply Chain Management. Excellent analytical, numeric, communication and report writing skills. Ability to handle multiple and complex tasks and projects. Computer literacy, especially in Microsoft MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the

SMS” and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>.

Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver’s license.

DUTIES : Implement, manage and assess Contract and Vendor Management processes in the Department in terms of legal and procedural requirements. Management of leases. Design Service Level Agreements (SLAs), Memoranda of Agreement (MOAs) and Memoranda of Understanding (MOUs). Management of Supply Chain Management compliance. Preparation of inputs to quarterly and annual financial statements. Advise management on SCM practices and compliance.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/149 : **DISTRICT DIRECTOR (X2 POSTS)**
(Re-advertisement. Candidates who previously applied are encouraged to re-apply)

SALARY : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE : Joe Gqabi Ref No: DRDAR: 07/08/2022
Alfred Nzo Ref No: DRDAR: 08/08/2022

REQUIREMENTS : A qualification at NQF 7 in Agriculture / Rural Development. At least five to eight (5 - 8) years’ experience, of which three (3) years must be actual exposure at middle management / Deputy Director Level. Extensive knowledge of/and experience in the agricultural sector. Good understanding of the farming systems in the Province. Proven experience in financial, human capital and project management. Ability to represent the department at all district IGR forums. Full understanding of Treasury Regulations and Public Service Regulatory Framework. Proven strategic and analytical thinking. Good communication (written and verbal), report writing, organizational and presentation skills. Computer literacy. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is “Certificate for entry into the SMS” and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver’s license.

DUTIES : Formulate plans which will enable the District to successfully fulfill its service delivery mandate in relation to agriculture and rural development with particular reference to food security, farmer settlement and support, infrastructure development, extension services, crop production, livestock development and agricultural training. Develop and implement systems and processes that will ensure departmental goals are achieved in an effective and efficient manner including redirecting of resources where and when necessary. Provide overall management in the District. Ensure the implementation of Departmental priorities within the set Service Delivery Plan.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/150 : **DIRECTOR: COMMUNICATION AND CUSTOMER CARE SERVICES REF NO: DRDAR: 09/08/2022**

SALARY : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate qualification at NQF level 7 as recognized by SAQA or equivalent qualification in Communication, Marketing, Journalism and /or Public relations. At least 5 years’ relevant experience at middle management /

Deputy Director Level. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency assessment, which will test generic senior management competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license.

DUTIES : Manage corporate communication and customer care services. Develop and implement Communication and Customer Care Strategies in the Department. Ensure compliance with the Promotion of Access to Information Act (Act 2 of 2000). Manage public relations services including marketing and promoting of a good corporate image of the Department. Ensuring effective stakeholder liaison, communication and marketing initiatives. Manage effective and efficient customer care services within premise of Batho Pele Principles. Execute and manage departmental awareness sessions, campaigns and events.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/151 : **DIRECTOR: AGRICULTURAL ECONOMIC SERVICES REF NO: DRDAR: 10/08/2022**

SALARY : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package) (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Head Office (Bhisho)
: A bachelor's degree in Economics / Business Management at NQF level 7 as recognised by SAQA. An Honours / post graduate degree will be an added advantage. At least 5 years' relevant experience at middle management / Deputy Director Level. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/>. A valid driver's license.

DUTIES : Support the development of sustainable agricultural related entrepreneurial activities within the Eastern Cape Province. Facilitate strategic interventions to develop and create entrepreneurial opportunities. Facilitate the promotion of agri-business and public private partnerships. Effective administration and human resource execution.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

OTHER POSTS

POST 29/152 : **CHIEF ENGINEER GRADE A (X3 POSTS)**

SALARY : R1 058 469 - R1 210 251 per annum, (OSD)
CENTRE : Head Office (Dohne) Ref No: DRDAR: 11/08/2022
Alfred Nzo District Ref No: DRDAR: 12/08/2022
OR Tambo District Ref No: DRDAR: 13/08/2022

REQUIREMENTS : Engineering degree (B Engineering/ BSC (Engineering) or relevant qualification at NQF level 7 as recognized by SAQA. Six (6) years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A Programme - or Project Management course will be an added advantage. Knowledge of local government sector/ municipalities and municipal electrification programme would also be an added advantage. Presentation, communication, liaison, coordination, planning and organizing skills. A valid driver's license. Candidates will be subjected to a competency assessment.

- DUTIES** : Coordinate and approve the planning, design, preparation of specifications and tender documents, contract management and construction supervision for the development of agricultural infrastructure in the district as professional engineer. Perform final review and approvals or audits on new engineering designs according to design principle of theory. Co-ordinate design efforts and integration across disciplines to ensure integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/153** : **DEPUTY DIRECTOR: CO-ORDINATION REF NO: DRDAR: 14/08/2022**
- SALARY** : R882 042 – R1 038 999 per annum (Level 12), (an all-inclusive remuneration package)
- CENTRE** : OR Tambo District (Nyandeni)
- REQUIREMENTS** : A qualification at NQF 8 in Agriculture/ Developmental Studies. At least 5 – 8 years' experience in Agriculture/ Rural Development of which three (03) years must be at Assistant Director or equivalent level. Good financial management, organizing, facilitation and communication skills. Ability to participate at local municipality IGR Forums. A valid driver's license. Candidates will be subjected to a competency assessment.
- DUTIES** : Co-ordinate agricultural and rural development activities within the local municipality. Coordinate, facilitate, align and integrate development programmes in the local municipality through the IDP. Overall management of all functions. Coordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programmes within the local municipality. Ensure effective and efficient mobilization and utilization of resources.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/154** : **DEPUTY DIRECTOR: EXTENSION ADVISORY SERVICES REF NO: DRDAR: 15/08/2022**
- SALARY** : R882 042 – R1 038 999 per annum (Level 12), (an all-inclusive remuneration package)
- CENTRE** : OR Tambo District (Nyandeni)
- REQUIREMENTS** : National Senior Certificate. An appropriate qualification at NQF level 8 in Agriculture with 5-8 years' relevant experience, of which three (3) years must be at an Assistant Director or equivalent level with specific focus on Extension and Advisory services. Ability to apply scientific methodology. Managerial experience and efficiency. A valid drivers' license Candidates will be subjected to a competency assessment.
- DUTIES** : Overall management of agricultural activities in the District in an integrated manner with stakeholders. Coordinate and manage agriculture research programmes. Co-ordinate stakeholder activities involved in Agriculture. Manage human, financial and material resources.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/155** : **STATE VETERINARIAN (X2 POSTS)**
- SALARY** : R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
- CENTRE** : OR Tambo District (Mthatha) Ref No: DRDAR: 16/08/2022
OR Tambo District (Port St Johns) Ref No: DRDAR: 17/08/2022
- REQUIREMENTS** : National Senior Certificate. An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC OR B.VM5C). Valid proof of registration with the SA Veterinary Council as a Veterinarian. Knowledge of

- the Animal Diseases Act No 35 of 1984, Meat Safety Act No 40 of 2000, Veterinary and Para-Veterinary Professions' Act No 19 of 1982, Animal Protection Act No 71 of 1962, Animal Identification Act No 6 of 2002. The candidate must be computer literate, and must possess dynamic communication, negotiation and interpersonal skills. A valid driver's license. Candidates will be subjected to a competency assessment.
- DUTIES** : Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act No 71 of 1962 and Animal Identification Act No 6 of 2002. Play a leading role in Animal Disease Surveillance and Control. Facilitate importation and exportation of animals and products of animal origin. Responsible for implementation of primary animal health care programme and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives. Comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control. 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. Management of assets. Qualifying unemployed Veterinarians who were given a bursary by the Department will be given preference.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/156** : **DEPUTY DIRECTOR: EFFICIENCY SERVICES REF NO: DRDAR: 18/08/2022**
- SALARY** : R744 255 – R876 705 per annum, (an all-inclusive remuneration package)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A National Diploma at NQF level 6 in Organizational Development Management/ Operation Management/ Management Services/ HRM as recognized by SAQA. Five (5) years' experience in an Organisational Development environment, of which three (3) years must be at an Assistant Director or equivalent level. Knowledge of Organizational Development, Organizational Design, and Job Evaluation. Certification as Job Analysts in the Equate Job Evaluation System. Presentation and good communication skills. Advanced computer skills. A valid driver's license.
- DUTIES** : Manage the development and review of the departmental Organizational Structure, Service Delivery Model and facilitate the implementation thereof. Manage the development and review of Job Descriptions. Conduct and manage the implementation of Job Evaluation in the Department. Manage the business processes mapping and development of Standard Operating Procedures. Manage the allocated human, asset and financial resources for the Sub-Directorate.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/157** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DRDAR: 19/08/2022**
- SALARY** : R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
CENTRE : Alfred Nzo
REQUIREMENTS : A qualification at NQF 6 in Human Resource Management / Public Management. At least 5 years' relevant experience, of which at least three (3) years must be at an Assistant Director level. Extensive knowledge of HR legislation and policies applicable to the Public Service. Good interpersonal and communication skills. Thorough knowledge of HR systems and processes in particular HR Development, HR Administration, Employment Relations, PERSAL, Performance Management and Employee Wellness. Ability to perform at both strategic and operational level. A valid driver's license. Candidates will be subjected to a competency assessment.
- DUTIES** : Manage recruitment and selection processes. Management and administration of service benefits. Management of PERSAL. Responsible for the facilitation

		of HR Development and Performance Management in the District. Management of Employment Relations, Employee Health & Wellness and Personnel Practice. Financial planning and management. Manage corporate functions such as IT, Auxiliary Services OD and Communication Services.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/158</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DRDAR: 20/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	B-degree (NQF level 7) or equivalent qualification with Audit and Accounting or related subjects as majors. Minimum of 5 years' experience in Auditing including 3 years' relevant post qualification experience at Assistant Director or equivalent level. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Extensive knowledge of Public Finance Management Act, Risk Management, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies. Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies, Governance & Risk Management, Budget Preparation, Monitoring and Reporting. Valid driver's license.
<u>DUTIES</u>	:	Assist in the development of the departmental Audit Plan and manage the execution thereof. Assist in allocating appropriate resources for the Audit Plan. Control progress of audits. Manage the internal audit activity. Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the development of Audit Programmes and ensure execution of audits based on the Audit Programme. Review audit work done and execute audits. Present Audit reports to management and the Audit Committee. Ensure follow up audits are done to determine whether all agreed rectification plans have been implemented. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/159</u>	:	<u>DEPUTY DIRECTOR: BAS CONTROLLER REF NO: DRDAR: 21/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	A qualification at NQF 7 level in Commerce /Accounting /Economics /Public Finance/Management Accounting or equivalent. A minimum of 5 years' relevant experience, of which at least 3 years must be at Assistant Director Level. Extensive understanding of the BAS system and basic accounting principles. Sound knowledge and understanding of the PFMA. Ability to conduct financial analysis, prepare reports and financial proposals related to the Department's strategic and operational plans. Strong analytical skills. Advanced computer skills. Good communication skills. A valid driver's license.
<u>DUTIES</u>	:	Manage BAS System support in the Department. Create and maintain segment detail structure for the purpose of budget capturing and PERSAL integration. Maintain User Account Management, i.e. security profile. Manage exception reports for efficient BAS closure. Monitor BAS ledger accounts. Monitor bank and PERSAL exceptions. Manage preparation of weekly and monthly financial reports. Monitor confirmation of exchequer releases. Reconcile revenue for the purpose of financial year-end. Verify BAS/ LOGIS integration reconciliation and petty cash.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/160</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF HEAD OF DEPARTMENT REF NO: DRDAR: 22/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	A qualification at NQF level 6 in Office Management/ Public Management/ Management Assistant/ Business Management. At least five (5) years relevant experience, of which three (3) years must be at an Assistant Director level. Good planning, organizing, coordinating and administrative skills. Ability to engage with both internal and external stakeholders. Knowledge of Public Service Regulatory Framework and Policies. Sound decision-making, client orientation and customer focus, communication and information management skills. A valid driver's license. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Coordinate communication with internal and external stakeholders. Receive, sort and analyze the incoming and outgoing correspondence in the office of the HOD. Ensure proper record management in the office of the HOD. Handle all complaints referred to the office of the HOD. Collect and consolidate responses to all legislature committees, Treasury and other Provincial and National departments as well as all other entities that do business with the department. Monitor and update the Departmental Calendar to ensure that reporting deadlines are met. Facilitate linkage between the office of the HOD and the office of the MEC. Manage human, financial and material resources attached to the office of the HOD.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/161</u>	:	<u>DEPUTY DIRECTOR: FIXED ASSETS REF NO: DRDAR: 23/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	B. Degree (NQF Level 7) as recognized by SAQA in Logistics, Purchasing. At least 5 (five) years relevant experience, of which 3 years must be at Assistant Director or equivalent. Extensive knowledge of the Financial Handbook, Public Finance Management Act, Treasury Regulations, Supply Chain Management policies and Preferential Procurement Policies. A Valid Drivers' License.
<u>DUTIES</u>	:	Manage the provision of fixed asset management services. Develop and implement appropriate asset management strategies, policies and procedures to govern all asset life cycle phases consistent with national treasury prescripts. Perform asset needs assessment and manage appropriate acquisition, operational and disposal plans for sound financial management and utilization of departmental assets. Maintain a comprehensive and reliable asset register and reconciliation. Coordinate and provide reliable asset disclosure inputs to the Financial Statements.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/162</u>	:	<u>DEPUTY DIRECTOR: CUSTOMER CARE REF NO: DRDAR: 24/08/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	A NQF level 6 qualification in Communication/ Media Relations/ Marketing/ Journalism or equivalent. Five (5) years' relevant experience, of which three (3) years must be at Assistant Director Level or equivalent. A valid driver's license.
<u>DUTIES</u>	:	Develop, implement, and manage the social media strategy after having conducted competitive research, platform determination, messaging, and audience identification. Develop the written elements of the content strategy including editorial features, press releases, social media posts, marketing emails, product & category descriptions on sciconsports.com . Planning, development, and management of organic and paid Social channels: Instagram, Facebook, Twitter, YouTube, LinkedIn. Plan, create, publish, and share new content (including original text, images, and video) daily that builds meaningful customer connections, increases brand awareness, and encourages community members to engage with the brand. Collaborate with media relations, events, stakeholder, design & production, and marketing unit to develop social media campaigns. Stay up to date with the latest social media best practices and technologies. Moderate user-generated content in line with the social media policy of the department. Capture and analyze the appropriate

social data/metrics, insights, and social media best practices to measure the success of every social media campaign, then use that information to refine future campaigns.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/163 : **ENGINEER PRODUCTION GRADE A (OSD) REF NO: DRDAR: 25/08/2022**

SALARY CENTRE : R728 829 – R777 771 per annum, (OSD)
: Dohne

REQUIREMENTS : B Engineering / BSc (Engineering) Degree at NQF level 7 or equivalent qualification. Compulsory registration with ECSA as a Professional Engineer. A Valid driver's license. Proof of three (3) years post qualification Engineering experience must be attached. Proof of recognized experience must be attached. Knowledge of programme and project management. Engineering design and analysis, research and development. Problem solving, planning and organising, communication skills. Computer literacy.

DUTIES ; Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/164 : **SCIENTIST (PRODUCTION): GRADE A (ANIMAL SCIENCE) (X4 POSTS)**

SALARY CENTRE : R628 014 – R676 539 per annum (OSD), (an all-inclusive remuneration)
: Dohne Ref No: DRDAR: 26/08/2022 (X2 Posts)
: Joe Gqabi Ref No: DRDAR: 27/08/2022 (X2 Posts)

REQUIREMENTS : National Senior Certificate. Science degree (Bsc) (Hons) or relevant qualification. Compulsory registration with the SACNASP as a professional Natural Scientist (Animal Science). Three (3) years post qualification natural scientific experience. A valid driver's license. Program and project management skills. Knowledge of scientific methodologies and models, research and development and computer aided scientific application. Knowledge of legal compliance. Technical report writing and presentation skills. Professional judgment, data analysis, policy development and analysis. Communication skills.

DUTIES : Conduct Animal Science research, assessment, development and innovation. Formulate proposals and compile reports on matters related to Animal Science. Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/165 : **CANDIDATE ENGINEER REF NO: DRDAR: 28/08/2022**
(48 Months Contract Appointment)

SALARY CENTRE : R628 014 - R666 558 per annum, (OSD)
: Dohne

REQUIREMENTS : National Senior Certificate. Engineering degree (B Engineering/ BSc (Engineering) in Agricultural Engineering/ Civil Engineering or relevant qualification at NQF level 7 as recognized by SAQA. Registration with ECSA as a Candidate Engineer is compulsory upon appointment. A valid Code EB

		driver's license. Project Management skills, Engineering technical design and analysis knowledge, computer-aided engineering applications, knowledge of engineering legal compliance. Problem solving and analysis, planning and organizing, networking, self-management.
<u>DUTIES</u>	:	Design new system to solve practical engineering problems and improve efficiency and enhance safety: Planning, designing, operating and maintenance of engineering projects. Development of cost effective solutions according to standards. Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Office administration. Research and development: Keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Follow approved programme of development for registration purposes.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/166</u>	:	<u>CONTROL ENGINEERING TECHNICIAN (GRADE A) (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R452 895 – R517 842 per annum, (OSD)
	:	Alfred Nzo Ref No: DRDAR: 29/08/2022
	:	Amathole Ref No: DRDAR: 30/08/2022
	:	Chris Hani Ref No: DRDAR: 31/08/2022
	:	Sarah Baartman Ref No: DRDAR: 32/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma in Engineering/ in Civil Engineering at NQF 6. At least 6 years post-qualification technical engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician (attach proof of registration). Understanding and competence in all facets of practices, design methods operation and maintenance of all systems in the full spectrum of the field. Proof of registration must be provided. Good technical problem-solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. Understanding of Government policies. Knowledge of the implementation of the Occupational Health and Safety Act (OHS). Knowledge of environment conservation and the National Water Act. Good interpersonal relations (good human relations) presentation, organizing and analytical skills. Proven ability to operate independently. Computer literacy. The successful candidate will be required to travel and will work away from home from time to time and may work under physically demanding conditions. He/she must be prepared to undergo intensive in-house training at different locations. A valid driver's license is essential. Computer literacy. Candidates will be subjected to competency assessment. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Be responsible for the technical team under his / her control for the planning and design of agricultural infrastructure. Manage all construction and maintenance of irrigation projects in the district. Perform quality control tasks on planning, designs, tender specifications, tender documents, construction management and reports done by subordinates. Write technical reports. Compile relevant monthly statistics and progress reports. Support subordinates in project management. Provide guidance and assist subordinates. Supervise and train subordinates in his/her division. Report to the Chief Engineer on all activities and performance of the staff under his/her control.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/167</u>	:	<u>CONTROL ANIMAL HEALTH TECHNICIAN (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R477 090 – R561 981 per annum (Level 10)
	:	Alfred Nzo District Ref No: DRDAR: 33/08/2022 (X1 Post)
	:	Amathole District Ref No: DRDAR: 34/08/2022 (X2 Posts)
	:	OR Tambo District Ref No: DRDAR: 35/08/2022 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF 6 in Animal Health. Proof of Registration with the South African Veterinary Council. At least 6 years appropriate experience of which 3 years must be at Animal Health Technician level. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Knowledge of Animal

Health Extension Methodology and Project Planning. Self-management, Financial management, People management, Change management, conflict management, Customer focus and responsiveness, Planning and organizing, Communication, presentation, Interpersonal skills. Advanced computer skills. A valid driver's license. Candidates will be subjected to a competency assessment.

DUTIES : The successful candidate will be responsible for the co-ordination and management of Animal Health activities in terms of the Animal Health Diseases Act (Act 35 of 1984). Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis through vaccinations for animal diseases and inspections of livestock for the presence of controlled and notifiable diseases. Vaccinations for animal diseases, inspections of livestock for the presence of controlled and notifiable diseases. Perform campaigns and other activities aimed at eradicating the spread of animal diseases, manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement Identify challenges and shortcomings in Animal Health Extension and take initiative in resolving them. Coordinate and facilitate Animal Health Extension Services. Coordinate and facilitate in Animal Health Extension Services. Coordinate the training of Animal Health Technicians. Provide guidance to Technicians and Advisors.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/168 : **ASSISTANT DIRECTOR: ENTREPRENEURIAL DEVELOPMENT REF NO: DRDAR: 36/08/2022**

SALARY CENTRE REQUIREMENTS : R477 090 - R561 981 per annum (Level 10)
: Amatole District
: National Senior Certificate. A qualification at NQF level 7 in Agriculture having majored in Agricultural Economics. Good understanding of Agriculture, Marketing and Production Economics. Three 3 years' experience in the field of Agricultural Economics. A valid driver's license. Candidates will be subjected to a competency assessment. Computer skills in Microsoft Office Applications. Ability to write quality reports. Good communication and presentation skills. Understanding of economics, marketing and statistical services in the Province. A valid driver's license.

DUTIES : Facilitate the economic operation of agricultural markets. Collect, collate and analyse statistical data. Develop and maintain a database of statistical data / information. Promote economic viable projects. Provide agricultural economic advice to clients of the Department in order to promote the sustainability of their businesses. Facilitate access to finance and markets. Promote cooperative and commodity group plans.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/169 : **ASSISTANT DIRECTOR: EXTENSION & ADVISORY SERVICES (X20 POSTS)**

SALARY CENTRE : R477 090 - R561 981 per annum (Level 10)
: Alfred Nzo District Ref No: DRDAR: 164/08/2022 (X4 Posts)
: Sarah Baartman District Ref No: DRDAR: 165/08/2022 (X1 Post)
: Amathole Ref No: DRDAR: 166/08/2022 (X6 Posts)
: Chris Hani Ref No: DRDAR: 167/08/2022 (X3 Posts)
: Joe Gqabi Ref No: DRDAR: 168/08/2022 (X1 Post)
: O.R. Tambo Ref No: DRDAR: 169/08/2022 (X5 Posts)

REQUIREMENTS : National Senior Certificate. An appropriate qualification at NQF level 8 in Agriculture with at least 5 years' relevant experience in Extension and Advisory Services of which 3 years must be at supervisory level. A valid drivers' license. Candidates will be subjected to a competency assessment.

DUTIES : Co-ordinate stakeholder activities at local municipality level involved in Agriculture. Supervision of staff. Perform administrative and related functions, such as monthly and quarterly reports, budgeting, expenditure control, asset management and performance management of staff.

ENQUIRIES : Ms. M. Ngqwazi Tel No: (040 602 5065)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

<u>POST 29/170</u>	:	<u>PROJECT CO-ORDINATOR (X3 POSTS)</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo Ref No: DRDAR: 37/08/2022
	:	Chris Hani District Ref No: DRDAR: 38/08/2022
	:	OR Tambo Ref No: DRDAR: 39/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 7 in Project Management/ Agriculture/ Developmental Studies/ Economics. Three years' experience in the abovementioned fields, of which at least one year must be direct involvement with project management. Good written and verbal communication skills. Ability to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes. Ability to initiate and support organizational transformation and change. Ability to explore and implement new ways of delivering services. Ability to systematically identify, analyze and resolve existing and anticipated problems. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer skills.
<u>DUTIES</u>	:	Facilitate project-screening committees at local municipality level. Present project recommendations to district screening committees. Facilitate awareness of departmental programmes. Ensure adherence to the district planning schedule. Compile and consolidate individual project plans. Presentation of local municipality project plans. Facilitation of procurement processes. Conduct project visits site handovers and site meetings. Reporting on implementation status and deviations from projects plans. Recordkeeping and data capturing for performance audit requirements. Collection of data and update of online information systems (EPWP MIS, Smart Pen, etc.) of stakeholders. Verification of collected information in conjunction with stakeholders. Geo referencing of projects. Performance reporting (monthly, quarterly and annually) in respect of conditional grants.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/171</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: DRDAR: 40/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification (NQF Level 6) in Human Resource Management/ Development/ Training or equivalent as recognized by SAQA. At least 3-5 years relevant experience of which 3 years must be at supervisory level. Valid driver's license.
<u>DUTIES</u>	:	Provide human resource development administration services. Facilitate the Annual Training Plan and prepare the quarterly report. Apply and coordinate of SETA Grant Funding. Coordinate short courses for employees. Coordinate and facilitate the CIP Level 6-15 (Compulsory Induction Program) Design and implement the departmental orientation and induction programs. Report on evaluation of training programs and make necessary recommendations to improve training. Coordinate and facilitate the re-orientation Programme. Coordinate the Artisan Development Program. Coordinate the implementation of Learnerships and capacity building. Manage and monitor the Accelerated Woman Developmental Program. Coordinate SMS capacity Building. Manage the contracting of staff and PMDS quarterly reviews. Promote staff development through continuous supervision coaching and mentoring.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/172</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT SERVICES REF NO: DRDAR: 41/08/2022</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. B-degree (NQF level 7) or equivalent with Internal Auditing / Auditing and Accounting or related subjects as majors. At least 3 to 5 years' appropriate experience in Internal Audit. Membership of Institute of Internal Audit (IIA). Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid driver's license. Note: Relevant Post-graduate qualification,

		registration as CIA, knowledge of Team Mate and ACL will be added advantages.
<u>DUTIES</u>	:	Evaluate the Internal Control Systems, Risk Management and governance processes of the Department. Plan audit projects. Develop adequate audit programmes. Execute audit programme by gathering all relevant data. Coach, lead, train and supervise the Audit Tam. Document all audit findings and provide supporting evidence. Compile audit reports and discuss with the client. Conduct internal audits in compliance with the International Standards for Professional Practice of Internal Auditing. Perform follow up reviews to ensure that agreed action plans have been implemented. Build relationships with clients, external auditors, and other assurance providers.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/173</u>	:	<u>ASSISTANT DIRECTOR: CONTRACTS REF NO: DRDAR: 42/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09)
	:	Chris Hani
	:	National Senior Certificate. A bachelor's degree at NQF level 7 in Law of Contracts/ Supply Chain Management/ Financial Management/ Public Management. At least 3 years' supervisory experience in Contract Management. Computer literacy. Report writing skills. Communication and presentation skills. A good understanding of the Public Finance Management Act, Treasury Regulations and relevant prescripts. Analytical and critical skills. Knowledge in corporate governance and finance. A valid driver's license. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Supervise, monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Supervise and monitor supplier performance according to the contract and service level agreement. Ensure compliance with the PFMA, Treasury Regulations and all relevant legislation. Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage the key performance areas of subordinates by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/174</u>	:	<u>ASSISTANT DIRECTOR: PERSAL MANAGEMENT REF NO: DRDAR: 43/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09)
	:	Head Office (Bhisho)
	:	A qualification at NQF level 6 in Human Resources Management / Public Management / Administration. At least 3-5 years relevant experience of which 3 years must be at supervisory level. Successful completion of PERSAL Introduction, PERSAL Personnel Administration and PERSAL Controller courses is essential. Thorough knowledge PERSAL system operation, applicable requirements for PERSAL Users, Supervisors, Personnel and Salary Controllers is essential. Good understanding of the Public Service Regulatory Framework. A valid driver's license. Computer skills.
<u>DUTIES</u>	:	Execute PERSAL control in the Department. Orientation of the users of the PERSAL System. Ensure effective monitoring and control of all PERSAL related functions. Ensure effective and efficient utilization and management of human, physical and financial resources of the sub-directorate. Ensure development and implementation of policies relating to PERSAL management. Develop, monitor and evaluate the rendering of PERSAL services within the department. Liaise with Provincial and National Treasury regarding the functionality of the PERSAL system, compliance matters and extraction of

reports from the PERSAL System. Pivoting of extracted reports according to the individual needs. Management of reporting on activities of the sub-directorate.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/175 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DRDAR: 44/08/2022**

SALARY : R382 245 – R450 255 per annum
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A qualification at NQF level 6 in HR Management / Public Management. At least 3-5 years relevant experience of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resource Administration, Performance Management, Human Resource Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL System. People management and empowerment skill, good interpersonal skill. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Excel and other relevant software packages. A valid driver's license. Computer skills. Candidates will be subjected to a competency assessment.

DUTIES : Co-ordinate recruitment and selection processes. Facilitate the development and implementation of the Annual Recruitment Plan. Manage the crafting of job advertisement for publication internally and externally. Manage the appointment of recruitment selection panels. Manage short listing and job interview processes. Compile and submit monthly and quarterly reports. Assist MMS / SMS members with the structuring of packages. Develop and implement best practice policies and models for HR Provisioning. Provide guidance and support to District Offices and line managers on recruitment and HR matters. Ensure compliance with HR policies and other related legislation. Ensure data acquisition, analysis, information management and reporting in terms of Employment Practices. Manage HR Registry services. Manage the resources of the unit.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/176 : **ASSISTANT DIRECTOR: CORPORATES SERVICES (X3 POSTS)**

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Joe Gqabi Ref No: DRDAR: 45/08/2022
Chris Hani Ref No: DRDAR: 46/08/2022
OR Tambo Ref No: DRDAR: 47/08/2022

REQUIREMENTS : A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in human resources, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL system. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer skills. A valid driver's license.

DUTIES : Provide HRM, HRD, Employee Relations, Employee Health and Wellness Services, Auxiliary Services in the District / Centre. Facilitate recruitment and selection processes. Process applications for service benefits and exists within the District. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HRM & Development advice to management and staff in the District / Centre. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports, staff procurement, training and development, service conditions, appointments, staff exits and transfers. Manage Corporate Services in respect of ICT and Office Services.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/177 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 48/08/2022**

SALARY CENTRE : R382 245 – R450 255 per annum (Level 09)
: Dohne

REQUIREMENTS : A qualification at NQF level 7 in Supply Chain Management / Logistics, Purchasing Management, Accounting/ Business Management with 3-5 years' experience in Supply Chain Management, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer skills. A valid driver's license. Candidates will be subjected to competency assessment.

DUTIES : Responsible for effective and efficient Procurement Services, Fleet Management Services and Logistics Ensure compliance with all relevant Supply Chain Management legislation and Policies. Management and control of LOGIS. Provide training to staff on the LOGIS system. Facilitate implementation of LOGIS within the Department. Prepare Procurement Plans and be responsible for Bid administration. Monitor commitments and re-commitments on the system. Management and control of departmental assets and transport. Management and handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration and supplier performance.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/178 : **ASSISTANT DIRECTOR: CASH AND BANKING MANAGEMENT REF NO: DRDAR: 49/08/2022**

SALARY CENTRE : R382 245 – R450 255 per annum (Level 09)
: Head Office (Bhisho)

REQUIREMENTS : A qualification at NQF level 7 in Financial Accounting / Accounting, Cost & Management Accounting with 3-5 years' relevant experience of which 3 years must have been at a supervisory level. SAICA articles will be an added advantage. Knowledge of the Basic Accounting System. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills. Computer skills. A valid driver's license is essential (Code EB). Candidates will be subjected to a competency assessment.

DUTIES : Manage preparation of weekly and monthly cash flow requisitions in compliance with PFMA and Treasury Regulations. Compile weekly and monthly bank reconciliation. Ensure all bank-related suspense accounts are monitored, cleared on a daily basis and reconciled. Compile and co-ordinate the processing of credit transfers. Monitor all bank limits. Ensure consolidated compliance reports are prepared and submitted as required by the PFMA and Treasury Regulations. Liaise with the Provincial Treasury and the Bank. Compile bank-related financial reports for the preparation of interim and annual financial statement.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/179 : **ASSISTANT DIRECTOR: FINANCIAL CONTROL (X3 POSTS)**

SALARY CENTRE : R382 245 – R450 255 per annum (Level 09)
: Chris Hani Ref No: DRDAR: 50/08/2022
: Sarah Baartman Ref No: DRDAR: 51/08/2022
: Alfred Nzo Ref No: DRDAR: 52/08/2022

REQUIREMENTS : A qualification at NQF level 7 in Financial Management / Accounting, Cost & Management Accounting with 3-5 years' relevant experience of which 3 years must have been at a supervisory level in the relevant field. Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management and budget processes in Government. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills. Computer skills. A valid driver's license. Candidates will be subjected to competency assessment.

- DUTIES** : Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk management.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/180** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DRDAR: 53/08/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Head Office (Bhisho)
: National Senior Certificate. A three-year diploma/ degree at NQF level 6 in Records/ Document Management or equivalent qualification. At least 3-5 years relevant experience of which three (3) years' experience must be at Supervisory level. Sound knowledge of Archives and records management legislation. Knowledge of records management practices and electronic records systems. A valid driver's license.
- DUTIES** : Manage compilation and review records classification systems. Develop and oversee the implementation of Records Management policies and procedure manuals. Evaluate and monitor compliance with sound Records Management legislation and prescripts. Training of staff in Records Management. Manage the administration of the Promotion of Access to Information Act (PAIA) and promotion of Promotion of Administration Justice Act (PAJA). Manage and control creation, movement, security, physical custody and care of records and flow of information. Manage the disposal of records. Manage records, manage staff and registries to ensure sound Records Management practices. Liaise with other stakeholders within the Department. Conduct regular audits on records management practices.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/181** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DRDAR: 54/08/2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum (Level 09)
: Sarah Baartman
: National Senior Certificate, an appropriate qualification at NQF level 7 as recognised by SAQA in Commerce / Financial Management/ Auditing / Asset Management with at least five years' relevant experience in asset management environment of which three years must have been at the level of State Accountant or equivalent position in this field. A valid driver's license. Candidates will be subjected to a competency assessment. Thorough understanding of the Standard Chart of Accounts (SCOA). Good understanding of the BAS System. Advanced computer skills. Good writing and verbal communication skills. Problem solving skills. A clear understanding of the public sector legislative framework (PMFA, Treasury Regulations and related prescripts. Ability to work under pressure and to meet deadlines.
- DUTIES** : Monitor and review the capturing of all physical (moveable and immovable) assets in the Asset Management Registers. Receipt of all moveable assets. Perform quantity and quality control. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Monitor and review the allocation of assets to asset holders. Determine asset allocation according to furniture and equipment policy and procedures of the Department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) list to asset holder. The delivery of assets to the asset holder. Approval of the moveable Asset Register updates. Monitor assets for physical condition, utilisation functionality and financial performance. Monitor the performance of asset verification according to prescribed timeframes. Give guidance to employees on Asset Management matters. Develop, implement and monitor work systems and processes to ensure efficient and effective utilisation of resources.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

<u>POST 29/182</u>	:	<u>MONITORING & EVALUATION SPECIALIST (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R382 245 – R450 255 per annum (Level 09) JOE Gqabi Ref No: DRDAR: 55/08/2022 O.R. Tambo Ref No: DRDAR: 56/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in M&E/ Public Administration/ Public Policy or Public Finance or a relevant tertiary qualification as recognized by SAQA. 3-5 years exposure or experience in Strategic Management, Monitoring and Evaluation. Knowledge of the application of Monitoring and Evaluation systems. A strong research background. The ability to appraise programmes and development projects. Knowledge and understanding of computers and application of relevant programmes. Good presentation and report-writing skills. A valid driver's license.
<u>DUTIES</u>	:	Evaluate the implementation of Departmental policies and assess the impact and sustainability of programmes. Collect, store, analyze, and disseminate research and M&E information. Ensure the accuracy and integrity of captured information. Monitor the performance through monthly, quarterly and annual reports submitted. Monitor and evaluate implementation of departmental programmes. Compile and analyze the departmental monthly, quarterly and annual reports. Provide detailed project reports and documentation. Promote quality assurance of information received to account for development interventions. Conduct verification of projects undertaken in the district. Provide effective liaison communication and consultation with relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/183</u>	:	<u>SPECIAL PROGRAMME UNIT (SPU) CO-ORDINATOR REF NO: DRDAR: 57/08/2022</u>
<u>SALARY CENTRE</u>	:	R382 245 – R450 255 per annum (Level 09) Alfred Nzo
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Developmental studies/ Community Development/ Social Sciences and any other related studies with 3-5 years' experience in working with special groups of which three (3) years must be at Supervisory level. Knowledge of Public Policies and Procedures. Understanding and practical experience / exposure to Community Development issues. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer skills.
<u>DUTIES</u>	:	Provide an effective coordination, monitoring and evaluation framework for implementation in the Districts and liaise with the Head Office SPU Directorate. Assist the designated groups in accessing the services offered by the Department. Provide support and advice to the District on issues affecting gender, disability, youth, children & the elderly. Report on programmes and activities for designated groups in the District.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/184</u>	:	<u>ORGANIZATIONAL DEVELOPMENT CONSULTANT REF NO: DRDAR: 58/08/2022</u>
<u>SALARY CENTRE</u>	:	R382 245 – R450 255 per annum (Level 09) Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Public Administration/ Business Administration/ Social Sciences or equivalent. Minimum of 3 -5 years relevant experience of which 3 years must be at supervisory level. Clear understanding of the National Treasury Regulations, Public Service Regulations and provincial imperatives with regard to planning. Ability to communicate at strategic level. Good understanding of the national and provincial plans relevant to the agriculture sector. Good presentation and communication skills. In-depth knowledge of Batho Pele principles, Service Charter, Service Delivery Improvement Plans. Valid drivers' license.
<u>DUTIES</u>	:	Manage the development and implementation of the Service Delivery Improvement Plan. Facilitate the development and maintenance of service standards. Facilitate the development, display and adherence to the Service

		Charter of the Department. Assist in the alignment and roll-out of systems and processes within the Department. Render organization diagnosis programmes. Assist in the identification of training needs so as to build capacity within the organization. Facilitate the implementation of the strategy and policies of the Department.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/185</u>	:	<u>POLICY ANALYST REF NO: DRDAR: 59/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Head Office (Bhisho) National Senior Certificate. National Diploma (NQF 6) or equivalent qualification in Social Science/ Public Administration/ Research Methodology or Public Policy Analysis. At least 3-5 years' experience in research, policy formulation and management of which at least three (3) years must be at Supervisory level. Ability to conduct research and analyse policies. Facilitate the development and review of policies. Monitor and advise on policy implementation. Harness functional linkages with provincial and national government on policy compliance. Strategic cognitive skills. Ability to communicate at the highest level in the Department. Advanced computer skills and a driver's licence.
<u>DUTIES</u>	:	Conduct policy research and development. Analyze and review the existing policies to determine possible gaps in service delivery. Assist with the crafting of the policy and budget speech. Develop quarterly reports on policy compliance. Continuously update the departmental policy database. Input on relevant national policies and legislation.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/186</u>	:	<u>STRATEGIC PLANNER REF NO: DRDAR: 60/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Head Office (Bhisho) National Senior Certificate. A qualification at NQF 6 level in Monitoring & Evaluation/ Social Sciences/ Public Administration/ BSc in Agricultural Economics or equivalent. Three (3) years exposure in the field of Strategic Planning. Knowledge of Government planning systems & cycles. Advanced computer skills. In-depth knowledge of planning approaches (including strategic planning and scenario planning). Clear understanding of the National Treasury Regulations, Public Service Regulations and provincial imperatives with regard to strategic planning. Ability to communicate at strategic level. Good understanding of the national and provincial plans relevant to the agriculture sector. Good presentation and communication skills. A valid drivers' license.
<u>DUTIES</u>	:	Render operational and strategic planning processes including research, government priorities. Analyze and evaluate internal business plans. Gather, analyse and organize organizational information. Coordinate and compile strategic and operational plans. Set research agenda, provide policy support, development of processes and maintain repository thereof. Provide technical support to Program Managers in the development of the strategic plans, review thereof, annual performance plan and operational plan.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/187</u>	:	<u>SENIOR AGRICULTURAL ADVISOR (X60 POSTS)</u> (Three-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 – R450 255 per annum (Level 09) Alfred Nzo District Ref No: DRDAR: 152/08/2022 (X10 Posts) Sarah Baartman District Ref No: DRDAR: 153/08/2022 (X10 Posts) Amathole Ref No: DRDAR: 154/08/2022 (X8 Posts) Chris Hani Ref No: DRDAR: 155/08/2022 (X10 Posts) Joe Gqabi Ref No: DRDAR: 156/08/2022 (X4 Posts) O.R. Tambo Ref No: DRDAR: 157/08/2022 (X23 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP.

		At least three years' experience in the field of Extension and Advisory Services. A valid driving license. Candidates will be subjected to a competency assessment. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Computer skills.
<u>DUTIES</u>	:	Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support to other staff members with and afford staff adequate training and development opportunities. Management of assets.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/188</u>	:	<u>AGRICULTURAL ADVISOR (X41 POSTS)</u> (Three-Year Contract)
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo District Ref No: DRDAR: 158/08/2022 (X8 Posts)
	:	Sarah Baartman District Ref No: DRDAR: 159/08/2022 (X5 Posts)
	:	Amathole Ref No: DRDAR: 160/08/2022 (X6 Posts)
	:	Chris Hani Ref No: DRDAR: 161/08/2022 (X5 Posts)
	:	Joe Gqabi Ref No: DRDAR: 162/08/2022 (X5 Posts)
	:	O.R. Tambo Ref No: DRDAR: 163/08/2022 (X12 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change Management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Computer literate. Valid driver's license. Candidates will be subjected to a competency assessment. Preference will be given to DRDAR bursary holders meeting the required qualification.
<u>DUTIES</u>	:	Performs an operational technical role for the Department related to Agriculture Development and rural development. Give practical and technical advice to farmers. Coordination of agricultural activities. Transfer of farming skills to a wide range of producers by focusing on farms, feedlots and abattoirs / slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/189</u>	:	<u>VETERINARY/ LABORATORY TECHNOLOGIST (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Sarah Baartman (Grahamstown) Ref No: DRDAR: 69/08/2022
	:	Chris Hani Ref No: DRDAR: 70/08/2022
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Veterinary Technology or Revised qualification of Bachelor of Veterinary Technology and registration with the South African Veterinary Council (SAVC). A valid driver's license.
<u>DUTIES</u>	:	Collect, package, register and process diagnostic specimens. Run diagnostic tests/assays on above specimens and interpret test results. Operate laboratory analytical equipment and apparatuses in the unit. Implement laboratory equipment programme for calibration /maintenance. Verification and intermediate checks Implement internal and external quality controls' programme to assure validity of all test results. Implement and report on occupational health and safety measures at section level. Supervise laboratory

assistants' testing work/activities. Implement ISO 17025 technical requirements and all SANAS regulations/ technical guides applicable to accredited testing facilities. Report back on testing and related activities in the section.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/190 : **SKILLS DEVELOPMENT COORDINATOR (X4 POSTS)**

SALARY CENTRE : R321 543 – R378 765 per annum (Level 08)
: Alfred Nzo Ref No: DRDAR: 71/08/2022
: Joe Gqabi Ref No: DRDAR: 72/08/2022
: O.R. Tambo Ref No: DRDAR: 73/08/2022 (X2 Posts) has been identified to be filled by people living with disabilities.)

REQUIREMENTS : National Senior Certificate. An appropriate qualification at NQF 6 level in Social Science/ Agriculture/ Development Studies or National Diploma in Agriculture/ Education/ Project Management, Three (3) years' relevant experience in the training field. Facilitator or Assessor Skills. Clear understanding of the PGDP, AET Strategy of 2005, Department Strategic Plan, Branch Annual Performance Plan and Food Security & Infrastructure Development Programmes of the Department, Programs of the Department. Good Presentation, Facilitation and research skills. Sound knowledge of the relevant legislation, policies and regulations in the Public Services. Advanced Computer skills. A valid driver's license.

DUTIES : Provide ongoing facilitation/ advice/ liaison with farmer groups, agriculture-based projects and AET Service Providers, community projects on agriculture, rural development and soft skills training programs, Design and develop training needs assessment instruments, Facilitate the development of training plans for agriculture and rural development project beneficiaries. Capture and assess training needs of project beneficiaries, Monitor the rollout of training plans. Develop and submit monthly, quarterly and annual training reports. Compile monthly district training activities.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/191 : **SENIOR HR PRACTITIONER: PMDS AND TRAINING MANAGEMENT (X3 POSTS)**

SALARY CENTRE : R321 543 – R378 765 per annum (Level 08)
: Chris Hani Ref No: DRDAR: 74/08/2022
: Sarah Baartman Ref No: DRDAR: 75/08/2022
: O.R. Tambo Ref No: DRDAR: 76/08/2022 has been identified to be filled by people living with disabilities.

REQUIREMENTS : National Senior Certificate. National Diploma (NQF 6) in Human Resource Management/ Human Resource Development. 2-3 years' experience in the HR environment. Knowledge of the Public Service Regulations and Public Service Act. Knowledge of HR legislation and policies and Performance Management and Development. Planning and organizing, good interpersonal and presentation skills, verbal and written communication. A valid driver's license.

DUTIES : Provide support for training and development interventions. Administer the Compulsory Induction Programme, coordinate adult education programmes. Administer and maintain an effective database for training plans and reports. Implement the Workplace Skills Plan and training programmes. Identify training interventions in line with the skills audit/ need analysis undertaken. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g. SETA's). Render PMDS support services. Capture Performance Agreements on PERSAL, quality assurance of PMDS documents and ensure PMDS compliance. A valid driver's license.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/192 : **SENIOR STATE ACCOUNTANT: FIXED ASSETS REF NO: DRDAR: 77/08/2022**

SALARY CENTRE : R321 543 – R378 765 per annum (Level 08)
: Head Office (Bhisho)

<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF 6 level in Financial Management/ Accounting or equivalent relevant qualification. A minimum of three years' experience in the finance or asset management or related field. Knowledge of PFMA, Treasury Regulations. Experience in BAS and LOGIS. Project management. Computer literacy. Planning and organizing skills. Conflict management skills. A valid driver's license.
<u>DUTIES</u>	:	Administer the Asset Register. Monitor compliance and compilation of the Asset Register according to departmental policies, procedures and other relevant prescripts. Ensure newly acquired assets are accounted for and the Asset Register is updated accordingly. Ensure that title deeds, movements of assets and other information are updated in the Asset Register. Administer asset losses. Administer the verification of assets. Coordinate asset verification and asset spot checks. Reconcile the number of assets verified against the Asset Register, follow up and produce a report. Administer the disposal of assets. Coordinate the impairment, losses/surpluses, donations and any form of disposal of asset process. Ensure that the disposal, write-off and impairment of assets is performed. Calculate impairments of assets. Reconciliation of assets. Review and consolidate reconciliation reports.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/193</u>	:	<u>SENIOR ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: DRDAR: 78/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Head Office (Bhisho)
	:	National Senior Certificate. A qualification at NQF 6 level in HR/ Organizational Development/ Industrial Psychology/ Production Management or Operations Management. Three (3) years' experience in the field of Organizational Design and Job Evaluation. Knowledge of Public service legislation/ policies/ prescripts and procedures. Basic knowledge of financial management, Organizational Design Tool Kit, Job Evaluation, Government policies and planning systems. A valid driver's license.
<u>DUTIES</u>	:	Render support during the design/ review of the departmental organisational structure. Conduct Job Evaluation (JE). Develop Job Descriptions. Conduct Business Process Mapping and standard operating procedures. Compile OD reports. Conduct Business Processes Mapping (BPM) and develop Standard Operating Procedures (SOPs). Facilitate the development of job descriptions and maintain a database thereof. Implementation of the Job Evaluation System. Comply with legislation, policy directives, corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/194</u>	:	<u>SENIOR ADMIN OFFICER: FLEET MANAGEMENT REF NO: DRDAR: 79/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo
	:	National Senior Certificate. A qualification at NQF 6 in Public Administration/ Finance/ Logistics/ Project Management or equivalent. Relevant experience in the Fleet Management environment. A good understanding of the PFMA, SCM prescripts, Treasury Regulations and Practice Notes. Computer skills. A valid drivers' license.
<u>DUTIES</u>	:	Management and delivery of transport services. Determine transport needs. Ensure compliance with all relevant legislation and policies. Maintain cost effective vehicle management systems in liaison with service providers. Maintenance / adherence to the service level agreement. Optimal utilization of vehicles and drivers. Administer road accidents and maintain the governmental fleet. Administer different schemes i.e. Subsidized and POB Schemes. Conduct staff performance reviews.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5064 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/195</u>	:	<u>NETWORK CONTROLLER REF NO: DRDAR: 80/08/2022</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bhisho)
	:	National Senior Certificate. A qualification at NQF level 6 in Information and Communication Technology. Three to five years' relevant experience. Good communication and report writing skills. Ability to conduct research. Computer skills. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Implement and monitor service level agreements. Render first line technical support to users on transversal systems and network applications. Develop and manage the updating of a user's database Advise and empower users on fault reporting and ICT issues. Ensure compliance with the Information Security System and relevant policies and procedures.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/196</u>	:	<u>SENIOR LABOUR RELATIONS PRACTITIONER REF NO: DRDAR: 81/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Sarah Baartman
	:	National Senior Certificate. A qualification at NQF level 6 in Labour Relations / Labour Law / Social Science with Labour Relations/ Law as major subjects. Minimum 3 years' experience in an employment relations environment. A good understanding of Labour legislation, policy and procedures applicable to the Public Service. Knowledge of disciplinary, grievance and dispute resolution procedures. Computer skills. Good interpersonal, verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Represent the Department at disciplinary and conciliation hearings. Advise management/ employees on the handling of labour related matters. Conduct audits, surveys on compliance with labour relations legislation. Coordinate training, workshops and meetings for the component. Coordinate the submission and consolidation of prescribed reports. Conduct research related to employment relations in the Department and present proposals to improve relationships at all levels in the organization.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/197</u>	:	<u>EMPLOYEE WELLNESS PRACTITIONER REF NO: DRDAR: 82/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo District
	:	National Senior Certificate. A qualification at NQF level 6 in Social Work/ Psychology or equivalent qualification. At least minimum of 3-5 years' relevant experience. Knowledge of Public Service Employee Wellness Programmes, Public Service legislative regulatory framework and policies. Good communication, report writing, facilitation, co-ordination, liaison, and networking skills. Ability to conduct research. Computer skills. Good interpersonal skills and verbal and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	To render employee wellness services to the district. Implement the Safety, Health and Environment Policy (SHE). Coordinate the implementation of the Employee Wellness Strategy of the Department. Implement departmental policies on EWP. Render advice to management on request. Implement special programmes in line with departmental policies. Facilitate counselling for staff on request or when deemed appropriate. Manage the implementation of projects. Support and supervise peer and educators /counsellors, SHE representatives and OHS Functionaries.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/198</u>	:	<u>CHIEF PERSONNEL OFFICER: SERVICE CONDITIONS (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Dohne Ref No: DRDAR: 83/08/2022
	:	Joe Gqabi Ref No: DRDAR: 84/08/2022
	:	National Senior Certificate. A qualification at NQF level 6 in Human Resource Management/ Public Administration or a relevant discipline. Four years' appropriate experience in conditions of service. Proficiency in the MS Office

<u>DUTIES</u>	:	Package (Word, PowerPoint and Excel). Ability to work on the PERSAL System. A valid driver's licence.
	:	Administer the implementation of service benefits. Ensure accurate and updated capturing of data on PERSAL. Process leave gratuity and discounting applications. Process on line withdrawal of pension benefits. Quality assurance of application forms for resigned, retired and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Capture and release state guarantees on PERSAL. Administer leave matters. Conduct quarterly leave reconciliation. Facilitate implementation of PILIR in the Department. Draft correspondence on approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on PILIR steering committee. Supervise staff.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/199</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo Ref No: DRDAR: 85/08/2022
	:	Dohne Ref No: DRDAR: 86/08/2022
	:	Joe Gqabi Ref No: DRDAR: 87/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Public Administration/ Supply Chain/ Records Management. At least minimum of 3-5 years' relevant experience. Good communication and administrative skills. A good understanding of Office / Auxiliary Services. Computer skills. Good interpersonal and verbal - and written communication skills. A valid driver's license.
<u>DUTIES</u>	:	Administer leases, telephone contracts and office equipment. Oversee Records Management. Supervise cleaning and security services.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/200</u>	:	<u>SENIOR ADMIN OFFICER: DEMAND MANAGEMENT (TENDERS & CONTRACTS) REF NO: DRDAR: 88/08/2022</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Commerce/ Finance/ Auditing/ Logistics/ Supply Management, Public Administration. / Public Management or equivalent. At least 3-5 years' experience in Demand Management. Understanding of the business requirements of the Department. Knowledge of PFMA, PPPFA, LOGIS, BAS and Supply Chain Management Framework. Computer skills in MS Office suites. Good interpersonal and communication skills. Planning and organizing skills. Problem solving skills.
<u>DUTIES</u>	:	Implement procurement strategies. Coordinate implementation of Procurement Plan. Implementation of Demand Management Plan. Determine sourcing strategies. Collate data demand analysis. Identify the frequency of needs. Identify critical delivery dates. Collect data demand analysis. Manage Supplier Database. Facilitate development of specifications. Perform secretarial duties for Bid Specification Committee. Advertisement of Bids. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/201</u>	:	<u>FARM MANAGER REF NO: DRDAR: 89/08/2022</u>
<u>SALARY CENTRE</u>	:	R321 543 – R378 765 per annum (Level 08)
	:	Dohne
<u>REQUIREMENTS</u>	:	National Senior Certificate. An appropriate qualification at NQF level 6 as recognized by SAQA in Agriculture. At least 2 years' relevant experience. Proven self-management, people management, change management, conflict management, planning, organizing, communication, and interpersonal skills. Computer skills. A valid driver's license. Candidates will be subjected to a competency assessment.

- DUTIES** : Manage a farm complex. Cultivate crops and care for livestock. Erection and maintenance of farm infrastructure. Maintenance of farm equipment. Land preparation. Manage allocated budget and resources. Maintain farm records.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/202** : **GIS TECHNICIAN (PRODUCTION) GRADE A (X2 POSTS)**
- SALARY CENTRE** : R316 536 - R337 791 per annum, (OSD)
: Amatole Ref No: DRDAR: 61/08/2022
: Chris Hani Ref No: DRDAR: 62/08/2022
- REQUIREMENTS** : National Senior Certificate. Diploma in GIS, Cartography or relevant qualification Three (3) years post qualification technical GIS experience. Compulsory registration with PLATO as GIS Technician. A valid driver's license. Candidates will be subjected to a competency assessment. Understanding of GIS applications and special data queries. Knowledge and capability of GIS software. Understanding of technologies such as GPSc. Photogrammetry and remote sensing. Problem solving and analysis. Planning, organising and execution. Project Management.
- DUTIES** : Perform technical GISc activities. Source spatial information from various data custodians. Capture and clean spatial data from various format and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational/ object orientated databases. Produce customized maps to meet client's needs. Advise on GISc equipment, software, data and products. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISs forums. Maintain GISc unit effectiveness by way of maintenance of GISc tools. Training of End - users in basis GISc, skills. Compilation of content for web publishing, capturing of metadata, updating of GISc software and renewal of licenses.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/203** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (X17 POSTS)**
- SALARY CENTRE** : R316 536 - R337 791 per annum, (OSD)
: Alfred Nzo District Ref No: DRDAR: 63/08/2022 (X3 Posts)
: Amathole District Ref No: DRDAR: 64/08/2022 (X2 Posts)
: Chris Hani District Ref No: DRDAR: 65/08/2022 (X3 Posts)
: Joe Gqabi District Ref No: DRDAR: 66/08/2022 (X3 Posts)
: O.R. Tambo District Ref No: DRDAR: 67/08/2022 (X4 Posts)
: Sarah Baartman District Ref No: DRDAR: 68/08/2022 (X2 Posts)
- REQUIREMENTS** : A National Diploma at NQF level 6 in Civil Engineering/ Engineering or relevant qualification as recognized by SAQA. Three (3) years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician (attach proof of registration). A valid driver's license. Candidates will be subjected to a competency assessment.
- DUTIES** : Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into budgeting process as required; Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain database and Supervise and control technical and related personnel and assets. Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

<u>POST 29/204</u>	:	<u>ARTISAN FOREMAN (PRODUCTION) GRADE A (DIESEL MECHANIC) REF NO: DRDAR: 90/08/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 826 – R349 809 per annum, (OSD) Chris Hani District National Senior Certificate. Appropriate Trade Test Certificate as Diesel Mechanic minimum of 5 year’s post qualification experience as an Artisan Diesel Mechanics. Good writing and verbal communication skills. Ability to work under pressure. A valid driver’s license.
<u>DUTIES</u>	:	Supervision of Artisans. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognized standards. Quality assurance of produced products. Regular maintenance. Administrative and related functions. Check and verify compliance with regard to the relevant laws and regulations. Report to the Chief Engineer of the district on all activities and performance of the Artisans being supervised.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/205</u>	:	<u>ADMINISTRATION OFFICER: CONTRACT MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07) Amathole Ref No: DRDAR: 91/08/2022 Joe Gqabi Ref No: DRDAR: 92/08/2022 National Senior Certificate. An appropriate qualification at NQF 6 level in Supply Chain/ Logistics/ Contract Management/ Public Administration. Experience in Supply Chain and Contract Management and administration of suppliers database. Good knowledge of administrative and procurement procedures. Knowledge of Supply Chain government policies and prescripts, Treasury Regulations, Public Finance Management Act (PFMA) and LOGIS. Computer skills in MS Office suites. Good communication, organizational, interpersonal and planning skills. Ability to work with hostile clients and to resolve conflict. A valid driver’s license.
<u>DUTIES</u>	:	Proper administration of contracts. Maintain a list of all transversal contracts. Updating of contracts. Ensure that SLA’s are amended according to amendments in contracts. Effectively monitor the expiry of contracts. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Administration of database. Arrange supplier summits with local suppliers. Do monthly analysis on rotation of suppliers. Verify BEE scores per request received, supplier banking details on safety web and suppliers information on LOGIS (LSBD).
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/206</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07) Alfred Nzo Ref No: DRDAR: 931/08/2022 OR Tambo Ref No: DRDAR: 94/08/2022 Joe Gqabi Ref No: DRDAR: 95/08/2022 National Senior Certificate. A qualification at NQF Level 6 in Public Administration / Human Resources Management. Knowledge of and proven experience in PERSAL will be an advantage. Sound knowledge of the public service legislation, policies and prescripts. Good verbal and written communication skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health retirement (PILIR). Proficiency in the MS Office suites. A valid driver’s license.
<u>DUTIES</u>	:	Administer the implementation of service benefits. Verify records of all departmental employees who are homeowners and those who are tenants. Ensure accurate and updated capturing of data on PERSAL. Process leave gratuity and discounting applications. Process on line withdrawal of pension benefits. Quality assurance of application forms for resigned, retired and deceased officials. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Capture and release state guarantees on PERSAL. Administer leave matters. Conduct quarterly leave reconciliation. Facilitate implementation of PILIR. Draft correspondence on approval of

recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on PILIR steering committee.

- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/207** : **ADMINISTRATION OFFICER: COMMUNICATION REF NO: DRDAR: 96/08/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: Head Office (Bhisho)
: National Senior Certificate. A qualification at NQF 6 level in Communication/ Media/ Marketing/ Public Administration. Computer Literacy. One-year relevant experience. Organizational awareness. Knowledge of relevant policies and procedures. Customer focus and awareness. Networking and liaison skills. Adaptability. Good writing and verbal skills. Detail orientated. Computer skills. A valid driver's license.
- DUTIES** : Logistical arrangements for the Communications Directorate. Office administration. Facilitate procurement processes and payments. Liaise with service providers. Track all documents and publications.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/208** : **SYSTEM ADMINISTRATOR: ICT INFRASTRUCTURE REF NO: DRDAR: 97/08/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum
: Head Office (Bhisho)
: National Senior Certificate. A relevant qualification at NQF 6 level. A certificate in A+ and Network+ accompanied by at least 2-3 years' relevant work experience in an IT environment. Experience in Network Troubleshooting, Routers, Hubs and Switches. Experience in Government IT Systems will be an added advantage. Good interpersonal skills, verbal and written communication skills. A valid driver's license.
- DUTIES** : Install, upgrade and monitor software and hardware. Maintain operating systems, business applications, security tools, Email, PCs, Local and Web Area Network. Maintain both hardware and software and mid-range server hardware. Assist with protecting system by defining access privileges, control structures and resources. Solve problems by identifying abnormalities and reporting violations. Keep users informed of communicating system status. Maintain a quality service by following departmental security standards.
- ENQUIRIES** : Mr. L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/209** : **STATE ACCOUNTANT: SALARIES REF NO: DRDAR: 98/08/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (Level 07)
: OR Tambo
: National Senior Certificate. A qualification at NQF Level 6 in Financial Management/ Accounting/ Cost and Management Accounting / B Com Accounting/ Financial Information Systems / Internal Auditing. Two (2) years' experience in Finance and/ or related field. Good knowledge of the PFMA and National Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g. BAS and PERSAL. Knowledge of budgeting and vote account. Computer skills. Good verbal and written communication skills. Problem solving skills. A valid driver's license.
- DUTIES** : Administer staff salary matters. Receive and check all claims submitted by HR. Process payment of employee benefits. Process other salary related claims. Handle all salary related enquiries. Payroll support. Receive and sort pay slips and IRP files when necessary. Send e-mails to appointed pay-point managers. Distribute pay slips to pay-point managers. Prepare MsExcel spreadsheet for all returned payrolls. Do follow up on unreturned payrolls. Safekeeping of salary related files and payment vouchers. File all salary related payment documents. Submit salary BAS payment vouchers to Registry for safekeeping.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)

- : Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/210** : **STATE ACCOUNTANT: PAYMENTS (X5 POSTS)**
- SALARY CENTRE** : R261 372 – R307 890 per annum (Level 07)
: Head Office (Bhisho) Ref No: DRDAR: 99/08/2022
: Amathole Ref No: DRDAR: 100/08/2022
: Chris Hani Ref No: DRDAR: 101/08/2022
: Dohne Ref No: DRDAR: 102/08/2022 (has been identified to be filled by people living with disabilities)
: O.R. Tambo Ref No: DRDAR: 103/08/2022
- REQUIREMENTS** : National Senior Certificate. A qualification at NQF level 6 in Financial Management, majoring in Accounting/ Cost & Management Accounting. Two (2) years' experience in Finance and/ or related field. Proven experience related to Financial Management. Good knowledge of BAS and LOGIS. Good communication and interpersonal skills. Ability to meet deadlines. Knowledge of PFMA and Treasury Regulations. A valid driver's license.
- DUTIES** : Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Attend to account queries.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/211** : **STATE ACCOUNTANT: BUDGET (X2 POSTS)**
- SALARY CENTRE** : R261 372 - R307 890 per annum (Level 07)
: Amathole Ref No: DRDAR: 104/08/2022
: Dohne Ref No: DRDAR: 105/08/2022
- REQUIREMENTS** : National Senior Certificate. A qualification at NQF level 6 in Financial Management/ Public Finance/ Economics. Two (2) years' experience in Finance and/ or related field. Proven experience related to budget planning and implementation. A valid driver's license.
- DUTIES** : Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections and assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Analyse and check completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Provide monthly IYM analysis findings. Loading of approved budget on BAS. Implementation of signed shifting, virements and rollovers. Correction of misallocations through journals on the system.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/212** : **STATE ACCOUNTANT: ACQUISITION REF NO: DRDAR: 106/08/2022**
- SALARY CENTRE** : R261 372 – R307 890 per annum (Level 07)
: Head Office (Bhisho)
- REQUIREMENTS** : National Senior Certificate. A NQF level 6 qualification in Financial Management/ SCM/ Logistics/ Public Management in Supply Chain Management or Public Procurement. Two (2) years' experience in Supply Chain Management. Knowledge of Public Finance Management Act, Framework for Supply Chain Management, LOGIS, Preferential Procurement Regulations, BEE Framework and BBBEE. Good understanding of Acquisition Management. A valid driver's license.
- DUTIES** : Render Bid Administration services through compilation of bid documents, notification, invitation and evaluation of bids / quotations / proposals. Provide secretariat functions. Ensure compliance to all bid processes. Administer departmental policies with regard to Acquisition Management. Report on progress or status of submitted quotations. This post has been identified to be filled by people living with disabilities.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/213 : **STATE ACCOUNTANT: INTERNAL CONTROL (X2 POSTS)**

SALARY CENTRE : R261 372 – R307 890 per annum (Level 07)
: Dohne Ref No: DRDAR: 107/08/2022
: Sarah Baartman Ref No: DRDAR: 108/08/2022

REQUIREMENTS : National Senior Certificate. A qualification at NQF level 6 in Finance or Internal Audit (with Accounting & Internal Auditing). Two (2) years' experience within a finance/ internal control environment. Understanding of legislative framework (PFMA, Treasury Regulations, SCM Prescripts and Departmental Financial Reporting Framework) that governs Public Sector Financial Management and Supply Chain Management). Computer literacy (Knowledge of Microsoft Office, Excel, M S Word and PowerPoint). Knowledge of Government Transversal Systems (BAS, PERSAL and LOGIS). Good communication skills at all levels (verbal and writing). Computer skills. A valid driver's license.

DUTIES : Receive commitment vouchers (order vouchers) for compliance checking (pre-auditing) in order to prevent irregular, fruitless and wasteful expenditure being incurred by the department before an order is generated in LOGIS. Issue Pre-audit certificates for all documents that are in compliance with the procurement prescripts for the generation of an order. Issue non-compliance pre-audit certificate for all commitment vouchers that are not in line with procurement processes and SCM prescripts. Receive pre-authorized payment vouchers for compliance checking before final authorization by Payment Section. Issue non-compliance certificate for payment vouchers deemed to be non-compliant with payment processes. Prevention and detection of irregular, fruitless and wasteful expenditure and communicate such information to the immediate supervisor on a regular basis. Maintain a good working relationship with customers and stakeholders.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/214 : **STATE ACCOUNTANT: FIXED ASSETS REF NO: DRDAR: 109/08/2022**

SALARY CENTRE : R261 372 - R307 890 per annum (Level 07)
: Dohne

REQUIREMENTS : National Senior Certificate. A qualification at NQF level 6 in Financial Management, Accounting or equivalent relevant qualification. Three (3) years' experience in the finance or asset management or related field. Knowledge of PFMA, Treasury Regulations. Experience in BAS and LOGIS. Project management. Computer skills. Planning and organizational skills. Conflict management skills. A valid driver's license.

DUTIES : Administer the Asset Register. Monitor the compliance and process of compilation of the Asset Register according to departmental policies, procedures and other relevant prescripts. Ensure newly acquired assets are accounted for and the Asset Register is updated accordingly. Ensure that title deeds, movements of assets and other information are updated in the Asset Register. Administer the losses of assets. Arrange with Registry for the opening of a case file for the lost assets. Ensuring that a copy of the Incident Report Form is sent to Security Services for investigation. Coordinate asset verification and asset spot checks processes. Reconcile the number of assets verified against the Asset Register, follow up and produce a report. Consolidate verification and asset spot checks reports received and reconcile the recommendations updated in the Asset Register. Administer the disposal of assets. Coordinate the impairment, losses/surpluses, donations and any form of disposal of asset process. Ensure that the disposal, write-off and impairments of assets is performed. Calculate impairments of assets.

ENQUIRIES : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/215 : **STATE ACCOUNTANT: BIOLOGICAL ASSETS REF NO: DRDAR: 110/08/2022**

SALARY CENTRE : R261 372 - R307 890 per annum (Level 07)
: Head Office (Bhisho)

<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF 6 level in Financial Management, Accounting or equivalent relevant qualification. Three (3) years' experience in Finance or Asset Management or related field. Knowledge of PFMA, Treasury Regulations. Experience in BAS and LOGIS. Project Management skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Administer the Asset Register. Monitor the compliance and process of compilation of the Asset Register according to the Departmental policies, procedures and other relevant prescripts. Ensure newly acquired assets are accounted for and the Asset Register is updated accordingly. Ensure that title deeds, movements of assets and other information are updated in the Asset Register. Administer the losses of assets. Advise the asset user on the formal written reporting of the loss to their supervisor, reporting thereof to SAPS and providing Asset Management with the copies thereof. Ensuring that a copy of the Incident Report is sent to the Asset Loss Controller Officer for investigation. Recording of every case sent to Disposal Management. Administer verification and counting of assets. Coordinate the asset verification and monthly asset counting processes. Reconcile the number of assets verified against the Asset Register, follow up and produce a report. Facilitate the disposal of assets. Coordinate losses/surpluses, donations and any form of disposal of asset process. Ensure that the disposal, write-off of assets is performed. Reconciliation of the Asset Register with BAS. Review and consolidate reconciliation reports.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/216</u>	:	<u>STATE ACCOUNTANT REF NO: DRDAR: 111/08/2022</u>
<u>SALARY</u>	:	R261 372 - R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF 6 level in Financial Management/ Accounting or equivalent relevant qualification. At least 3 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes of the EU and / or other donors. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of PERSAL. A valid driver's license.
<u>DUTIES</u>	:	Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on PERSAL. Record unauthorised, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms.
<u>ENQUIRIES</u>	:	Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/217</u>	:	<u>COMMUNICATION OFFICER REF NO: DRDAR: 112/08/2022</u>
<u>SALARY</u>	:	R261 372 - R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A Diploma (NQF 6) in Journalism/Communication or equivalent as recognized by SAQA. Three (3) years relevant experience. Computer literacy, verbal, good writing and journalistic skills for media is essential. Must have ability to liaise with stakeholders in the relevant field. Valid Driver's license.
<u>DUTIES</u>	:	Design, compile and edit departmental magazine, internal and external newsletter covering key departmental programs and projects. Organize talk shows/media briefings/writing articles/previews and advertorials for marketing the department. Media monitoring- analysis and keeping of press clippings in order to check perceptions within the mainstream media and advise management on responses. Media planning - placing adverts on print and

		electronic media, jingles and co-ordinate television coverage for the Department.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/218</u>	:	<u>CHIEF REGISTRY CLERK (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 - R307 890 per annum (Level 07)
	:	Head Office (Bhisho) Ref No: DRDAR: 113/08/2022
	:	Alfred Nzo Ref No: DRDAR: 114/08/2022
	:	Chris Hani Ref No: DRDAR: 115/08/2022
	:	Joe Gqabi Ref No: DRDAR: 116/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Records Management or equivalent qualification. Three years' experience in Records Management. Knowledge of registry procedures, policies and exposure to general Office Administration. Knowledge of registry duties, practices as well as the ability to capture data. Knowledge of storage and retrieval procedures. Good communication skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation of office machines. Supervise the processing and process documents for archiving and disposal. Supervise human resource/ staff.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/219</u>	:	<u>PERSONAL ASSISTANT (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 - R307 890 per annum
	:	Head Office (Bhisho)
	:	Chief Director: Communication Ref No. DRDAR: 117/08/2022
	:	Director: Internal Audit Ref No. DRDAR: 118/08/2022 (have been identified to be filled by people living with disabilities)
	:	Director: Intergovernmental Relations Ref No. DRDAR: 119/08/2022 (have been identified to be filled by people living with disabilities)
	:	Director: Facilitation and Intervention Ref No. DRDAR: 120/08/2022
	:	District Director: Alfred Nzo Ref No. DRDAR: 121/08/2022
	:	Principal: Tardi Ref No. DRDAR: 122/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. A qualification at NQF level 6 in Office Management/ Secretarial Studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Excellent interpersonal skills and portray of front line image. Thorough understanding of the Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver's license.
<u>DUTIES</u>	:	Implement and manage all administrative systems, processes and procedures in the Senior Manager's office. Manage appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filing (manually and electronically) and general office housekeeping.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065)
	:	Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/220</u>	:	<u>ARTISAN (PRODUCTION) GRADE A (PLUMBING) REF NO. DRDAR: 123/08/2022</u>
<u>SALARY CENTRE</u>	:	R193 512 – R214 770 per annum, (OSD)
	:	Dohne
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate as Plumber. Technical analysis knowledge. Technical report writing. Production, process knowledge and skills. Problem solving and analysis, communication and decision-making skills.

- Teamwork abilities. A valid driver's license. Candidates will be subjected to competency assessment.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr L. Stowman / Ms. M. Ngqwazi Tel No: (040 602 5065 / 5066)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/221** : **REGISTRY CLERK REF NO. DRDAR: 124/08/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Head Office (Bhisho)
: National Senior Certificate. Knowledge of Records Management procedures and policies. Exposure to general office administration. Excellent interpersonal relations and communication skills. Computer skills.
- DUTIES** : Perform a variety of administration duties such as opening of mail and distribution thereof to relevant offices. The drawing and distribution of files, maintenance of various registers in accordance with File Plan and Electronic Document Management System. Operate office equipment machines. This post has been identified to be filled by people living with disabilities.
- ENQUIRIES** : Ms. M. Ngqwazi Tel No: (040 602 5064)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/222** : **HUMAN RESOURCES CLERK: HR PROVISIONING (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Chris Hani Ref No. DRDAR: 125/08/2022
: Tardi Ref No. DRDAR: 126/07/2022
: National Senior Certificate. Computer skills. A good understanding of Human Resource Management in the Public Service and in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Good communication, writing and administrative skills.
- DUTIES** : Implement and ensure compliance with HR policies and procedures. Provide HR advice to management and staff. Maintain and administer PERSAL information. Administer the appointment of employees on PERSAL, transfers and service terminations. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS. This post has been identified to be filled by people living with disabilities.
- ENQUIRIES** : Ms. M. Ngqwazi Tel No: (040 602 5065)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/223** : **LAND ADMINISTRATION CLERK REF NO. DRDAR: 127/08/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 – R207 681 per annum (Level 05)
: Alfred Nzo
: National Senior Certificate. No experience required. A valid driver's license will be an added advantage. Computer literate.
- DUTIES** : Receive and process land applications. Logistical arrangements for land disputes meeting. Minutes taking and general administration. Administer incoming and outgoing correspondence. Information and documentation management. Any other relevant duties assigned by supervisor.
- ENQUIRIES** : Ms. M. Ngqwazi Tel No: (040 602 5065)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
- POST 29/224** : **ADMIN CLERK (X14 POSTS)**
- SALARY** : R176 310 – R207 681 per annum (Level 05)

<u>CENTRE</u>	:	Alfred Nzo (Pims) Ref No: DRDAR: 128/08/2022 (have been identified to be filled by people living with disabilities) (X1 Post) Amathole (Asset) Ref No. DRDAR: 129/08/2022 (have been identified to be filled by people living with disabilities) (X1 Post) Chris Hani (Pims/ Economics & Marketing) Ref No. DRDAR: 130/07/2022 (X2 Posts) Joe Gqabi (Office Services) Ref No. DRDAR: 131/08/2022 (X1 Post) Mpofu Training Centre) Ref No. DRDAR: 132/08/2022 (X1 Post) Sarah Baartman (Sub-Districts) Ref No. DRDAR: 133/08/2022 (X8 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience required. Good writing and verbal communication skills. Computer literate. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Maintain records and perform administrative tasks. Coordinate and prepare routine complex correspondence in respect of a variety of relevant matters.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/225</u>	:	<u>ACCOUNTING CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R176 310 – R207 681 per annum (Level 05) Alfred Nzo Ref No: DRDAR: 134/08/2022 Mpofu Training Centre Ref No. DRDAR: 135/08/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate. Basic knowledge of financial functions and practices. Ability to capture data, operate computers and collate financial statistics. Basic knowledge and understanding insight of the Public Service financial legislation (PFMA, Treasury regulations, DORA, PSA, PSR, PPPFA, Financial Manual) and procedures. Knowledge of basic financial operating systems (PERSAL, BAS and LOGIS).
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices. Check and verify invoices for correctness. Conduct internal control. Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support service. Receive salary advices. Process salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). Perform bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture virements on budgets. Distribute documents with regard to the budget.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/226</u>	:	<u>SWITCHBOARD OPERATOR REF NO. DRDAR: 136/08/2022</u>
<u>SALARY CENTRE</u>	:	R147 459 – R173 706 per annum (Level 04) Joe Gqabi
<u>REQUIREMENTS</u>	:	National Senior Certificate with relevant experience. Client Focus and Orientation. Sound Interpersonal skills. Basic Computer literacy Bilingual (Ability to communicate fluently in English and a second language inherent to the region/district). Sound telephone Etiquette. Knowledge of operations will be an advantage.
<u>DUTIES</u>	:	Provide a switchboard service to external and internal clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Update, maintain accurate contacts and information list of service providers, stakeholders, departments and staff members. Report faults on telephone lines to the Information Services unit within the Department. Attend to emergency/high priority calls and forward calls to relevant business units. Provide highest level of prompt and friendly response related to switchboard queries. This post has been identified to be filled by persons living with disabilities.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/227</u>	:	<u>DRIVER - HEAVY DUTY REF NO: DRDAR: 137/08/2022</u>
<u>SALARY CENTRE</u>	:	R147 459 – R173 706 per annum (Level 04) Tardi

<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. A valid driver's license, Code 14 with PDP. Three (3) years' previous experience as a Driver in this code. Good understanding of routes in between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to compulsory driving competency test.
<u>DUTIES</u>	:	Driving of state vehicles including buses and trucks. Routine maintenance of vehicles, garaging of vehicles and timely reporting of defects. Keep records and handle goods.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5064) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/228</u>	:	<u>COMMUNITY ANIMAL HEALTH WORKER (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R124 434 – R146 577 per annum (Level 03) OR Tambo (Lusikisiki) Ref No: DRDAR: 138/08/2022 (X3 Posts) OR Tambo (Mthatha) Ref No: DRDAR: 139/08/2022 (X1 Post) OR Tambo (Libode) Ref No: DRDAR: 140/08/2022 (X1 Post) OR Tambo (Qumbu) Ref No: DRDAR: 141/08/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10/Standard 8. Related experience in community dipping functions. Preference will be given to local qualifying candidates.
<u>DUTIES</u>	:	Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tanks repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi (040 602 5065) eMail e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/229</u>	:	<u>DRIVER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R124 434 – R146 577 per annum (Level 03) Head Office (Bisho Corporate Services) Ref No. DRDAR: 142/08/2022 Chris Hani District Ref No. DRDAR: 143/08/2022 Joe Gqabi Ref No. DRDAR: 144/08/2022
<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. A valid driver's licence is essential. Relevant experience as a driver in the public service/ private sector. Good understanding of routes in-between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test.
<u>DUTIES</u>	:	Driving of State vehicles. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No: (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/230</u>	:	<u>MESSENGER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R104 073 – R122 592 per annum (Level 02) Head Office (Bhisho) Ref No. DRDAR: 145/08/2022 O.R. Tambo Ref No. DRDAR: 146/08/2022
<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. Appropriate experience relating to the position will be an added advantage. Candidates will be subjected to a competency test.
<u>DUTIES</u>	:	Collect and deliver documents from office to office. Collect and deliver departmental mail to and from the Post Office on a daily basis. Dispatch mail internally.
<u>ENQUIRIES</u>	:	Ms. M. Ngqwazi Tel No (040 602 5065) Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za
<u>POST 29/231</u>	:	<u>CLEANER (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R104 073 – R122 592 per annum (Level 02) Western District Ref No: DRDAR: 147/08/2022 (X5 Posts) OR Tambo District Ref No: DRDAR: 148/08/2022 (X1 Post) Alfred Nzo Ref No: DRDAR: 149/08/2022 (X2 Posts) Chris Hani Ref No: DRDAR: 150/08/2022 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 10/ Standard 8. Appropriate experience relating to general cleaning and maintenance. Candidates will be subjected to a competency exercise.

DUTIES : Cleaning and maintenance of offices and agricultural premises.
ENQUIRIES : Ms. M. Ngqwazi Tel No: (040 602 5065)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za

POST 29/232 : **GENERAL ASSISTANT REF NO: DRDAR: 151/08/2022**

SALARY : R104 073 – R122 592 per annum (Level 02)
CENTRE : Amathole
REQUIREMENTS : Grade 10/ Standard 8. Must be able to read and write. Good interpersonal skills. Possess good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possess physical strength to cope with physical demands of the position. Be able to work in a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean offices / buildings. Provide effective office and property care support services. Safeguard all master and spare keys belonging to the building. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment.

ENQUIRIES : Ms. M. Ngqwazi Tel No: (040 602 5065)
: Email e-Recruitment Technical Enquiries to: erecruitment@drdar.gov.za