

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

- APPLICATIONS** : Applicants can apply using eRecruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za. Applicants: Applications received after closing date will not be considered. No faxed applications will be accepted, No Hand delivered applications will be allowed due to Covid 19.
- CLOSING DATE** : 21 October 2022
- NOTE** : Instruction Note: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Applications submitted through erecruitment system, a signed Z83 will only be requested when shortlisted

MANAGEMENT ECHELON

- POST 38/71** : **DIRECTOR: RAPID RESPONSE AND PRIORITY PROGRAMMES REF NO: OTP 03/08/2022**
- SALARY** : R1 073 187 per annum (Level 13)
- CENTRE** : Head Office: Bhisho
- REQUIREMENTS** : National Senior Certificate, Bachelor's degree (NQF Level 7 NQF Level 7 recognised by SAQA, in the following area/s: Water and Sanitation/ Civil Engineering/ Environmental Science/ Infrastructure/ Project Management or relevant qualifications. Minimum 5 years' experience at Deputy Director Level. Minimum 2 years post professional registration with ECSA (Engineering Council of South Africa) OR SACNASP (South African Council of Natural Sciences Professionals)- in infrastructure, Knowledge of National Water Act (NWA), National Environmental Management Act (NEMA), BBBEE Act, Disaster Management Act. Knowledge of systems used to manage Water resources. Knowledge of systems used to manage Water and Energy Resources, Knowledge of infrastructure projects management. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Key Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation. Client Orientation and customer focus. Knowledge of Public Service Regulations, South Africa Constitution, Monitoring and reporting, Skills: Report writing, Communication, Interpersonal relations, Planning & organizing, Presentation, Problem solving, Computer and Decision-making skills. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.
- DUTIES** : Provide support in the implementation of strategic and rapid response projects. Provide technical support to the Government strategic and rapid response Programmes on Service Delivery, Basic Services and Provincial Disasters. Develop and facilitate implementation of project plans for each of the identified

projects. Facilitate identification of required resources. Monitor trends on service delivery and identify & coordinate relevant response (particularly on water & sanitation, electricity, refuse removal, housing, etc.) Facilitate and coordinate the implementation of priority and intervention programmes. Coordinate and facilitate development of Inter-sectoral and Inter-governmental Programme of Action, implementation and government support for the: Moral Regeneration, Military Veterans, Ex-mine workers, Small Town Revitalization. Co-ordinate development and implementation of monitoring mechanisms of the projects. Develop and manage multi-disciplinary aspects of major infrastructure projects. Co-ordinate implementation of adhoc projects. Development and administer intervention framework for all intervention programmes.

ENQUIRIES : Enquiries including E-Recruitment Technical Enquiries can be directed to: Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993. The e-Recruitment System Closes at 23: 59 on the closing date.

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Please take note, NO hand delivered applications will be allowed as the department is currently using E-recruitment system. Applicants can apply online using www.ecprov.gov.za through e-recruitment system <https://erecruitment.ecotp.gov.za>

CLOSING DATE : 21 October 2022

NOTE : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. To obtain more information on requirements and functions: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ectransport.gov.za

MANAGEMENT ECHELON

POST 38/72 : **CHIEF DIRECTOR: TRANSPORT REGULATIONS REF NO: DOT 01/09/2022**

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

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, B. Degree (NQF level 7) as recognized by SAQA in Traffic & Metropolitan Policing/ Traffic Policing / B. Tech in Road Traffic and Municipal Police Management/ LLB. 5 years' relevant experience at Senior Management level in the Transport Regulation environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: National Road Traffic Act. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape.

All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational, Conflict Resolution / Problem Solving.

DUTIES

: Manage and control the issuing of motor vehicle licenses: Manage vehicle registration and authorization. Manage the National Traffic Information System in the Province. Manage driver and vehicle regulation and Standards. Enforce compliance with the registration and licensing of all motor vehicles: The enforcing of compliance of driving license testing centres with the road traffic act. The enforcing of compliance of vehicle testing centres with the road traffic act. The enforcing of compliance of number plate manufactures and embossers with the road traffic act. The enhancing of control measures to stop crime and corruption. Maintain law and order for all modes of transport by providing quality traffic policing: The rendering of effective provincial traffic law enforcement oversight monitoring and evaluation services. The provision of counselling and spiritual services. The rendering of effective traffic law enforcement operations management and control services. The provision of transport law enforcement services. Manage, issue and control operating licenses and permits: Direct provision of road based public passenger transport registration services. Direct management of the walk-in centre. Direct management of the processing of applications for operating licenses. Coordinate activities of the Provincial Regulatory Entity. Manage revenue relating to operating licenses and permits. Monitor operator compliance with public transport legislation and regulations. Manage the registration of public transport operators. Manage the provincial traffic infringement nerve centre: The rendering of traffic infringement centre's front and back offices. The management of traffic law enforcement fees analysis, and reconciliation. The administering of traffic law arising from traffic infringements. Promote traffic safety: The promotion of traffic safety education in schools. The promotion of traffic safety through community-based structures. The promotion of traffic safety awareness through mass communication. The rendering of effective traffic safety oversight and support. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of asset.

ENQUIRIES

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

NOTE

: In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

POST 38/73

: **CHIEF DIRECTOR: TRANSPORT OPERATIONS REF NO: DOT 02/09/2022**
Re-advertisement

SALARY

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

CENTRE

: Head Office

REQUIREMENTS

: National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Transport Management/Transport Economics. 5 years relevant experience at Senior Management level in the transport operation environment SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Strategic Capability and Leadership,

Communication, Client, orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management Generic competencies: Results / Quality Management, Decision Making, Knowledge Management, Change Management.

DUTIES : Oversee integrated land transport contracts to provide mobility to commuters: Manage the development of land transport contracts. Oversee management and implementation of contracts / service level agreements with transport operators and service providers. Oversee public transport services: Oversee management of the implementation of land transport services. Oversee implementation of institutional formalisation and empowerment of the public transport industry. Oversee the coordination and facilitation of provincial land transport safety: Monitor and evaluate transport and identify safety interventions. Coordinate and facilitate compliance with land transport safety requirements. Oversee the development and promotion of rail as a cost-effective mode of transport. Oversee the promotion of Provincial maritime services. Oversee the implementation a civil aviation strategy: Manage implementation of civil aviation policy. Oversee monitoring of the aviation network. Oversee monitoring of the service level agreements. Oversee aviation compliance services. Coordinate Bhisho Airport activities. Manage the allocated resources of the Chief directorate: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458 In terms of EE Plan of the department, all groups are encouraged to apply.

POST 38/74 : **DIRECTOR: TRAFFIC LAW ENFORCEMENT REF NO: DOT 03/09/2022**

SALARY : R1 073 187 – R1 264 176 per annum (Level 13), (an all – inclusive remuneration package)

CENTRE : Head Office- KWT

REQUIREMENTS : National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Traffic Management. 5 years' experience at middle management in the relevant environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.

DUTIES : Manage post crash response spiritual and counselling services: Attend to all road disasters as per Road Incident Management Systems (RIMS). Liaise with RAF to assist victims of the accidents. Deal with accident and data collection, reporting, capturing and statistics. Manage accident data analysis to guide TRAFFIC Law Enforcement. Manage provision of transport regulation media liaison services. Manage provision of counselling and spiritual services. Manage traffic law enforcement operations and control services: Formulation of strategies to enforce traffic laws. Manage collection of Road Environment Factors information. Planning and implementation of special law enforcement operations including the Arrive Alive project. Coordination of provincial traffic law enforcement activities including developing and maintaining relations with other Law Enforcement organizations. Ensuring resources required for law enforcement are made available. Ensuring morale of traffic officers is developed and kept high. Ensure traffic summonses are promptly served and

court cases prosecutions effected. Manage preparation of Provincial law enforcement reports to guide future planning. Manage provision of public transport law enforcement services: Ensure public transport operations are carried out within the parameters of the law. Set policy with regard to the practical and theoretical training of transport inspectors. Conduct investigations on irregularities on the road and taxi ranks. Monitor the allocation of bus routes. Implement the national and provincial freight administration and overload strategy: Implement policies and regulations for the control and elimination of overloading. Ensure linkage with the Strategic Freight and Development Corridors initiative. Control the movement of dangerous goods and abnormal loads. Manage the Abnormal Load Permit Issuing. Manage System and Abnormal Vehicle Registration System. (AVR). Manage issuing of abnormal load exemption permits. Ensure that weighbridges are run efficiently and effectively. Liaise constantly with law enforcement to ensure that overloaded vehicles are prosecuted. Compile monthly statistics on overload control. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

- ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458.
- NOTE** : In terms of EE Plan of the department, all groups are encouraged to apply.
- POST 38/75** : **DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: DOT 04/09/2022**
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13), (an all – inclusive remuneration package)
- CENTRE REQUIREMENTS** : Head Office-KWT
: National Senior Certificate, Bachelor's degree (NQF level 7) or Bachelor of Technology degree in the Built environment discipline in quantity Surveyor / Construction Management or Civil / Structural Engineering. Current professional registration in either of these disciplines with SACPCMP or ECSA is mandatory. Minimum of 5 years' experience in Public Sector management and / or related management of Infrastructure Delivery programmes / Supply Chain Management. A Valid Driver's License. SMS pre-entry certificate as offered by the National School of Government (NSG). Knowledge: Strategic Leadership, Client Relations, People Management, Problem Solving, Financial Management, Project Management, Report Writing, Negotiations, Presentation skills.
- DUTIES** : To facilitate Institutionalization of the Infrastructure Delivery Management Systems guidelines and the associated regulations of the Framework for Infrastructure Delivery and Procurement Management: To advise on Infrastructure Delivery Models; To review Infrastructure Plans and related project budget schedules; integrated planning and project readiness compliance. To monitor and Evaluate Project List and Progress: Identify and action risk issues; recommend suitable Infrastructure Procurement strategies and project to delivery targets / projects suitable and efficiencies of scale. To develop, monitor and evaluate the performance of improvement plans and variation orders with clients and provide project leadership: Management of cost variation emanating from increase of the total prices of construction contract or built environment professional contracts.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

<u>POST 38/76</u>	:	<u>DIRECTOR: INTERNAL CONTROL AND PRE-AUDIT SERVICES REF NO: DOT 05/09/2022</u>
<u>SALARY</u>	:	R1 073 187 – R1 264 176 per annum (Level 13), (an all – inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office-KWT National Senior Certificate. B. Degree (NQF level 7) as recognized by SAQA in Internal Audit/ Financial Accounting as a major. 5 years' relevant experience at Middle Management level in the environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment.
<u>DUTIES</u>	:	Establish an integrated internal control system. Oversee Departmental governance and delegation's frameworks. Facilitate and manage assurance services. Manage the effectiveness of systems of Internal Controls. Develop and maintain a loss control system. Manage Departmental fraud prevention initiatives. Manage compliance monitoring in relation to policies-processes and procedures (Pre-Audit Services). Monitor implementation of the Audit Intervention Plan. Manage the allocated resources of the directorate: Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 38/77</u>	:	<u>DIRECTOR (CHIEF RISK OFFICER) REF NO: DOT 06/09/2022</u>
<u>SALARY</u>	:	R1 073 187 – R1 264 176 per annum (Level 13), (an all – inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office-KWT National Senior Certificate. B. Degree (NQF level 7) as recognized by SAQA in Risk and Integrity Management/Financial Management/Internal Audit/Cost & Management Accounting. 5 years' relevant experience at Middle Management level in the Risk Management Services environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Public Sector knowledge. Public Sector Risk Management Framework. Standards for the Professional practices of Internal Auditing. National Anti-Corruption Strategy. National and Provincial Treasury Regulatory Framework. Departmental service delivery principles. PSR, PFMA, PSA, PPPFA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Procurement directives National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Knowledge of Financial Management and provisioning Administration. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.
<u>DUTIES</u>	:	Provide enterprise risk management services as required by the PFMA: Monitor implementation of Risk Management Policy. Develop and implement Risk Appetite and Tolerance policy and statement. Develop Risk and Ethics Terms of Reference. Co-ordinate and facilitate the Organizational Risk Assessment. Monitoring systems and processes. Advise the Accounting Officer on emerging risks and those transversal risks that have a potential of preventing the department in achieving its objectives. Conduct research on the

Risk Management methodologies. Report on the assurance of Risk Management to all the stakeholders including Provincial Treasury, Risk and Ethics Management Committee, Audit Committee, Top Management Committee, Office of the Premier. Align enterprise Risk Management with the Departmental Strategy or Business Strategy. Coordinate the development and monitoring of implementation of Business Continuity Plan: Develop Business Continuity Plan. Develop and implement the Business Continuity Policy. Determine and develop the business continuity Strategy. Guide and assist the Department in enhancing, formalizing, and standardising the implementation of Business Continuity planning process by identifying and selecting the business Continuity processes for each business unit. Determine and select tactical responses from the available options. Coordinate development of business unit schedules for annual business continuity documentation maintenance and update, exercises and independent review and validation. Recommend recovery strategies and options and assist with the implementation of recovery solutions. Consolidate resource levels at DR centres. Develop an incident management plan and support structure (strategies, tactical, operational). Execute the plans. Maintain and review the BC plan. Record and manage GPAA continuity incidents. Report and logging incident history. Incident Analysis. Facilitate BCM Programme Management: Assign responsibilities to stakeholders. Implement BCM in GPAA. Project. Analyse critical business process and report on implications on business program. Conduct presentations and BCM awareness Workshops. Promote professional ethics and integrity in the department: Develop, review, and implement Ethics Policy, and Strategies. Develop and implement Conflict of Interest Policy. Develop and Implement Gift Policy. Develop and implement Ethics Programme. Conduct Ethics Risk Assessment which including conducting surveys and develop Mitigation strategies and plans. Promote the implementation of code of conduct e.g. awareness workshops on Code of Conduct and developing of code of conduct forms. Set up of Ethics Committee and ensure that those committees are functional. Report to all stakeholders, which include: DPSA, OTP, PSC, Top MANCO, HOD. etc. Coordinate the financial disclosures process and analysis of the information. Promote ethical conduct to Top Management and staff using Marketing tools and other forms. Receive whistleblowing reports and developing a case management system. Investigate the whistleblowing cases reported and report to Accounting Officer. Advise the Accounting officer on all Ethical issues and culture. Provide anti-fraud and corruption services: Develop and Implement Anti-Fraud and Corruption Mechanism which include, Anti-Fraud and Corruption Policy, Fraud Prevention Plan. Develop and Implement Whistle-blowing policy, Anti-Fraud and corruption prevention strategy and Implementation plan and Investigation policy for the department. Conducting Fraud and Corruption investigations. Reporting to accounting officer all findings and recommendations and advice and recommend on appropriate action. Develop preventative and detection mechanisms. Designing and implementing Marketing and capacity building strategies. Designing Methodologies that are aligned to National Anti-Corruption Strategy. Coordinate and conduct the Fraud Risk Assessments. Report to all the stakeholders including Treasury, OTP, DPSA, PSC, Audit Committee, AG, Risk and Ethics Committee, Audit Committee and Top Management Committee. Present expert evidence to Courts and Internal disciplinary committees on investigations conducted. Develop investigations Methodologies and monitor the implementation. Liaise with SAPS and other Law Enforcement Agencies on cases referred for criminal conduct. Develop and maintain internal anti-corruption systems: Develop Case Register. Manage and monitor maintenance of data base of cases. Manage the allocated resources: maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Maintain discipline off staff. Train and develop staff.

- ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

OTHER POSTS

- POST 38/78** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOT 07/09/2022**

- SALARY** : R744 255 – R876 705 per annum (Level 11), (an all – inclusive remuneration package)

- CENTRE** : Alfred NZO
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Industrial Psychology. 3-5 years relevant experience as an Assistant Director in HR field. A Valid Driver's license. Knowledge: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Occupational Health & Safety. SCM Policies and Procedures.

- DUTIES** : Manage the provision of Personnel Provisioning Services: Administer recruitment, selection, and appointment of employees. Administer transfers and terminations. Administer Employee personal files information management. Administer personal files registry services. Manage the provision of service conditions and benefits: Manage the processing of service terminations. Manage the rendering of leave administration services. Manage the processing of service benefits. Manage the provision of injury on duty services. Manage the provision of employee relations services: Promote harmonious labour relations. Handle misconduct and grievances. The protection of department wide information to maintain information security risk. Maintain a human resource plan. Manage implementation of employment equity plan. Manage the implementation of attraction and retention strategy. Manage the provision of employee wellness services: Coordinate the implementation of the 4 pillars of wellness. Manage the effective use of PERSAL systems: Control PERSAL users for effective management of PERSAL. Ensure proper orientation of PERSAL users. Coordinate the registration of PERSAL users. Implement controls and audit measures. Management of Security and ICT Services: Management of IT assets through their life cycle. Management of timely and effective response to users' requests and resolution of all types of incidents. Ensure protection of department wide information to maintain information security risk. Ensure effective implementation on security management of policies, systems, and procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

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

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<u>POST 38/79</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DOT 08/09/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all – inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (KWT)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Human Resource Management /Labour Relations. 3-5 years relevant experience as an Assistant Director in HR field. A Valid Driver's license. Knowledge: Labour Relations Act, 66 of 1995. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Employment Equity Act, 55 1998. Public Finance Management Act, 1999. Promotion of Access to Information Act, 2 of 2000. Skills Development Act, 97 of 1998. HR management principles. Strategic management principles. Performance management principles. Report writing. Stakeholder and customer relationship management principles. OHS.
<u>DUTIES</u>	:	Develop departmental policies in terms of prescribed Acts and regulations. Resolve employee grievances. Facilitate implementation of disciplinary sanctions. Preside or represent department in cases of misconduct. Represent the department at CCMA, bargaining councils and referral of cases to labour court. Facilitate establishment of Appeals committee by the MEC and ensure that sittings take place. Represent the department in inter-departmental labour relations forum. Develop departmental employment equity plan and submit report to the department of labour. Manage human, financial and material resources of the sub-directorate. Produce all statutory reports required from the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 38/80</u>	:	<u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: DOT 09/09/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all – inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (KWT)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Records Management/Information Science/ Archives Studies/ Library and Information Science or Studies. 3-5 years relevant experience as an Assistant Director in the environment. A Valid Driver's license. Knowledge: National Archives Act 43 of 1996. Eastern Cape Provincial Records and Services Act 7 of 2003. Promotion of Access to Information Act 2 of 2000 (PAIA). Promotion of Administrative Justice Act 3 of 2000 (PAJA). Electronic Communications Transactions Act, 25 of 2002 (ECTA). Protection of Personal Information Act 4 of 2013 (PoPI). SANS 15489 – Regulation of Records Management best practices. Public Finance Management Act 1 of 1999. Treasury Regulations and Guidelines. Records Management Policy. Registry Procedure Manual.
<u>DUTIES</u>	:	Manage the development and implementation of an accountable records management policy, procedure manual and guidelines: Develop and maintain registry policies and procedures in line with National Archives prescriptions. Conduct workshops on clients on the functioning and value of the Registry. Monitor and adapt strategies and procedures in view of technological advances. Establish measures for the handling of confidential correspondence. Provide clear policy and procedures regarding photo copying and other registry services. Manage implementation and monitoring of centralized and decentralized filing systems in accordance with the national archives prescripts: Conduct Records Management audits. Facilitate Records Managements presentations. Train departmental staff on allocation of references. Facilitate Implementation of the system and monitor compliance. Facilitate Centralization of departmental filing systems. Submit compliance

quarterly reports to Top Management. Ensure that there is a systematic disposal programme in place. Ensure that all records are kept in safe custody and security and access control are in place. Monitor and evaluate adherence to policy directives and prescripts. Manage access to information: Receive requests and acknowledge receipt to the requester. Route the request to the relevant branches. Prepare a response if the request is for readily available information. Monitor compliance in terms of timelines outlined in the PAIA. Submit responses to requesters. Give notice to the third party if the requested information involves the third party. Monitor Auditor-General's requests. Monitor request of information from all internal and external stakeholders. Manage the implementation of the electronic records management system. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

- ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458.
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
- POST 38/81** : **DEPUTY DIRECTOR: TRANSPORT SAFETY EDUCATION REF NO: DOT10/09/2022**
- SALARY** : R744 255 – R876 705 per annum (Level 11), (an all – inclusive remuneration package)
- CENTRE** : Head Office-KWT
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Road Safety Education/ Communication/Project Management/Social Science/Public Relations/ Development Studies. 3-5 years' relevant experience in the field at Assistant Director Level. Valid Code B driver license. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
- DUTIES** : Coordinate road safety education in schools: Develop an operational plan to guide districts on the implementation of the national road safety strategy. Monitor implementation of signed protocol/ memorandum of understanding with the department of education and other interested parties. Manage the development of road safety learner material. Monitor and evaluate district implementation plans and reports. Develop a provincial road safety education plan. Identify creative ways of promoting road safety education in provincial schools. Coordinate implementation and evaluation of scholar patrols. Manage the distribution of traffic safety education material and equipment. Engage relevant partnerships and stakeholders and develop plans for promotion of road safety education in schools. Facilitate district training and development needs. Develop and monitor implementation of road safety education. Coordinate Construction and management of school based road safety education infrastructure: Manage and recommend approval of road safety projects. Liaise with municipality and other relevant stakeholders for road safety education initiatives. Manage and monitor budget allocated to the road safety education projects: Coordinate costed plans, procurement plans, budget allocation and expenditure. Prepare In-Year Monitoring reports for the directorate. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual

	:	potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 38/82</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DOT11/09/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all – inclusive remuneration package)
<u>CENTRE</u>	:	Head Office-KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Financial Management/ Accounting/ Commerce and Auditing. 3-5 years managerial (Assistant Director) or relevant experience in the finance management. A Valid Driver's license. Knowledge: Public Finance Management Act, 1999. Public Service Budgeting Cycle. Treasury Regulations. BAS system. In Year Monitoring System. Public Service Act, 1994. FM management principles. Project management principles. Report writing.
<u>DUTIES</u>	:	Ensure monthly compilation and submission of In-Year Monitoring report to Provincial Treasury, evaluate information on monthly reports produced and recommend appropriate action where necessary. Ensure quarterly analysis, recommendations and submissions of GFMS Trading Entity and Mayibuye Bus Corporation In-Year Monitoring report to Provincial Treasury. Ensure compilation of IFS/AFS appropriation statement, working papers and performance reports. Perform quarterly expenditure reviews and provide recommendation to the Budget Advisory Committee. Ensure analysis of expenditure trends and provide inputs for Adjustment Estimates. Ensure compilation and submission of monthly IRM and infrastructure end year report. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 38/83</u>	:	<u>DEPUTY DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT SERVICES REF NO: DOT12/09/2022</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum (Level 11), (an all – inclusive remuneration package)
<u>CENTRE</u>	:	Head Office-KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Risk & Integrity Management/Financial Management/Internal Audit/Cost & Management Accounting. 3-5 years managerial (Assistant Director) or relevant experience in the Risk Management Services environment. A Valid Driver's license. Knowledge: Financial Handbook. Public Finance Management Act. Public Service Act. Treasury Regulation. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles Stakeholder and customer relationship management principles.
<u>DUTIES</u>	:	Develop risk management strategies, systems (methodologies, models, and tools etc.), policies and annual risk management plan. Manage, implement, review, and improve the risk management framework: Undertake studies and

analysis for identifying risks to establish the internal and external organisation context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor, and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required. Facilitate the institutionalisation risk management: Ensure that risk management philosophy and culture is embedded in the organisation. Manage and undertake capacity development (inform, guide, and advise employees on risk management matters). Manage the sub directorate: risk management: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

- ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
- POST 38/84** : **DEPUTY DIRECTOR: ADMIN SUPPORT AND COORDINATION (MEC OFFICE) REF NO: DOT 13/09/2022**
- SALARY** : R744 255 – R876 705 per annum (Level 11), (an all – inclusive remuneration package)
- CENTRE** : Head (KWT)
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Public Administration. 3-5 years relevant experience as an Assistant Director in the environment. A Valid Driver's license. Knowledge: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.
- DUTIES** : Coordinate the planning process for the MEC Office. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Operational Plans. Ensure that Office of MEC plans are guided by statistical evidence from research conducted by various organs of the state. Develop and implement records management policies, file plans, strategies, and procedures: Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Coordinate the units and monitor compliance effectively. Monitor accurate monthly and quarterly reports. Ensures the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Provides a secretarial/ receptionist support service to the manager: Manage telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the Head of office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Head. Obtain inputs, collates and compiles reports, e.g.: progress reports Monthly reports Management reports. Scrutinizes routine submissions/ reports and make noted and / or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting: Facilitate identification of Head of office priorities for the MTEF. Consolidate the budget of the Head of office for submission to the Budget Office. Prepare In-year Monitoring report for the Office. Monitor Office

spending pattern to curb under and overspending. Manage the allocated resources of the Office of the Chief Director 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 supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

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

NOTE : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

POST 38/85 : **DEPUTY DIRECTOR: MANAGEMENT INFORMATION SERVICES REF NO: DOT 14/09/2022**

SALARY : R744 255 – R876 705 per annum (Level 11), (an all – inclusive remuneration package)

CENTRE : Head Office

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Information Systems or Information Technology/B.Sc. Computer Science with Information Systems as a major subject. Microsoft Power BI, Project management; MCDBA; IT management; added advantage. 3-5 years relevant experience as an Assistant Director in the environment. Valid driver's license (Code 08) is compulsory. Knowledge: Exposure to data integration and data quality tools. Strong knowledge of data warehouse architecture alternatives. Experience with database design, data modeling and exposure in big data technology. Solid understanding of SQL and databases. Design and implementation of ETL procedures for intake of data from both internal and outside sources; as well as ensure data is verified and quality is checked. Design and implementation of ETL processes and data architecture to ensure proper functioning of analytics lad, as well as department's reporting environments and dashboard. Good understanding of PFMA, Treasury regulation, Preferential Procurement Policy, Supply Chain Management Policy, Public Service Act and regulations and Promotion of Access to Information Act. Good understanding of e-government policy. Minimum Inter-Operability Standards (MIOS) and Government Information Security Standards (MISS).

DUTIES : Manage and lead the modelling, design, and database development of corporate data storage. Plan, design and implement database integrations of those internal and external databases that are relevant for Eastern Cape Department of Transport. Responsible for technical infrastructure designs, data mappings/flows and reports. Work with the Business Intelligence Analyst in the prioritisation of projects. Data Management Services. Data quality and archiving. Manage and lead the implementation of data warehouse projects as required. Technical hands-on work as needed. Scope projects and manage scope changes, based on input from management.

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

NOTE : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

POST 38/86 : **ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER REF NO: DOT 15/09/2022**

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

CENTRE : Mthatha Airport

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA) in Disaster and Safety Management. 3-5 years supervisory experience (SL 7/8) in Airport Safety Management. A Valid Driver's License. Knowledge: Civil Aviation Regulation Part 110, Cargo

		Regulation Part 108, Occupational Health and Safety. Public Service Regulations.
<u>DUTIES</u>	:	Implement airport safety Standards as per CAA requirements: Conduct safety inspections. Recommend safety interventions. Evaluate effectiveness of implemented safety measures and recommend areas for improvement. Communicate with stakeholders and tenants around implementation of safety measures. Ensure good balance between business objectives and safety objectives: Develop and update annually safety program. Develop safety standard operating procedures for tenants. Conduct safety workshops with stakeholders and business fraternity. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 38/87</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DOT16/09/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 - R450 255 per annum (Level 09) Head Office-KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Financial Management/ Accounting/ Commerce and Auditing. 3-5 years supervisory experience (SL 7/8) in monitoring and evaluation. A Valid Driver's license. Knowledge: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.
<u>DUTIES</u>	:	Assist in ensuring monthly compilation and submission of In-Year Monitoring report to Provincial Treasury, evaluate information on monthly reports produced and recommend appropriate action where necessary. Assist in ensuring Quarterly analysis, recommendation, and submission of GFMS Trading Entity and Mayibuye Bus Corporation In-Year Monitoring report to Provincial Treasury. Assist in ensuring compilation of IFS/AFS appropriation statement, working papers and performance reports. Assist in performing quarterly expenditure reviews and provide recommendation to the Budget Advisory Committee. Assist in analysing of expenditure trends and provide inputs for Adjustment Estimates. Ensure compilation and submission of monthly IRM and infrastructure end year report. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the section and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Assist in compiling and submit all required administrative reports.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 38/88</u>	:	<u>ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: DOT 17/09/2022</u>
<u>SALARY CENTRE</u>	:	R382 245 - R450 255 per annum (Level 09) Head Office (KWT)

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA) in Logistics Management/ Supply Chain Management/Public Management/Public Administration. 3-5 years supervisory experience (SL 7/8) in the environment. A Valid Driver's License. Knowledge: Internal fleet procedures. Auctioning of worn out govt vehicles. Boarding of government vehicles. Itinerary/ trip authority. Logbooks. Planning and organising. Project management. Skills Development Act, 97 of 1998.
<u>DUTIES</u>	:	Co-ordinates the provision of official and subsidised vehicles to the Department of Roads and Transport. Ensures that the department maintains close relations with the company that provides official vehicles to the department. Ensures that close links are maintained with the component (Government Fleet Management Services) in the department for the provision of official and subsidised vehicles to the department. Ensures that sound working relations are maintained between the department and financial institutions responsible for financing subsidised vehicles. Develop a departmental policy in line with provincial policy on the efficient use of subsidised and official vehicles in the department. Monitor in terms of policy the use of vehicles and devise methods of continuous improvement as well as report to superior's acts of serious deviations that may require disciplinary action to be taken against transgressors. The general management of personnel and the budget of the section. Ensure that all committees required to evaluate applications for subsidised vehicles are in place and that applications are processed and submitted to financing institutions within a specified period. Ensure that an asset register is compiled and regularly updated. Supervise the receiving of monthly billings and monitor their reconciliation. Keep records of accident cases, log sheets, trip authorities and copy for the service provider.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 38/89</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH REF NO: DOT18/15/2022</u>
<u>SALARY</u>	:	R382 245 - R450 255 per annum (Level 09)
<u>CENTRE</u>	:	Head Office-KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Social Science /Public Administration / Public Management/ Transport economics/ Transport Management. A postgraduate qualification will be an added advantage. 3-5 years' experience in conducting research and producing research reports at a Supervisory level (SL 7/8). Demonstrate extensive practical knowledge and experience in research, amongst others, application of quantitative and qualitative research methodologies and procedures. Proven experience regarding research and report writing. Strong Statistical and mathematical aptitude. A Valid Driver's License. Knowledge: Public Sector Transformation Strategy. Departmental service delivery principles. Extensive experience in the transport sector environment. Strategic Management Principles. Diversity Management Principles. Project Management Principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives.
<u>DUTIES</u>	:	Assist in setting research agenda, provide policy research support, development process and maintain repository thereof. Facilitate knowledge and learning management processes. Information and knowledge management (including library services, information reproduction and printing services, information mining and security, archiving and records management services). Manage the allocated resources of the sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Responsible for generating research reports. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all

		employees in the sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 38/90</u>	:	<u>STATE ACCOUNTANT: BUDGET AND FINANCIAL PLANNING REF NO: DOT 19/09/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Head Office- KWT
	:	National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Financial Management/ Accounting/ Commerce and Auditing. 2-3 years' relevant experience in the environment. Valid Driver's license. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy.
<u>DUTIES</u>	:	Provide support to the budgeting process: Collate and consolidate budget inputs from programmes during the budgeting process. Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advise programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 38/91</u>	:	<u>PRINCIPAL FIREMAN REF NO: DOT 20/09/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07)
	:	Mthatha Airport
	:	National Senior Certificate, Firefighter 1 and 2 certificates. Hazmat Awareness and Operations. First Aid Level 3 or BAA. Heavy duty driver's licence, C or EC will be added advantage. 2-3 years' relevant supervisory experience in the environment. Further education and training. Certificates are added advantage. Willing to do physical test, which include 2.4km running, Push-ups, sit-ups and Foam drum carrying. Knowledge: Knowledge of Fire Fighting. First Aid. Safety on Fire, Rescue and Apron Services Act. Planning and Organising. Computer Application.
<u>DUTIES</u>	:	Conduct the prevention and combating of a fire: Render fire prevention duties. Ensure compliance with fire prevention regulations. Perform administrative tasks relating to fire fighting. Maintain firefighting equipment. Conduct public awareness workshops on fire preventions. Provision of rescue services: Check thoroughly rescue equipment on daily basis. Recommend rescue equipment of service to ensure that they are in good working order. Participate in simulated emergency situations on regular basis to get ready for any emergency. Lead the inspection of Runaway and Apron: Check foreign objects on the run-away. Inspect safety of the run-away. Check safety of aircraft when landing or checking off. Manage the marshalling of aircraft: Conduct standbys on aircraft refuelling. Attendance to fuel spillages. Allocate parking bays and marshal aircrafts to their respective bays.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 38/92</u>	:	<u>INTERNAL AUDITOR: INTERNAL AUDIT REF NO: DOT 21/09/2022 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R307 890 per annum (Level 07) Head Office- KWT National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) with Auditing and Accounting as major subjects. 2-3 years' practical and relevant experience in an Internal Auditing environment. Valid Driver's license. Added Advantage: Completed Internal Audit or external audit article, member of the IIS (SA), completed IAT or PIA qualification. Knowledge: Theory and practice of Internal Audit, knowledge and application of applicable legislative requirements, Departmental policies and procedures, Standards of Professional Practice of Internal Auditors, Internal Audit Regulatory framework and policies, Governance and Risk Management, Budget preparation, Monitoring and Reporting.
<u>DUTIES</u>	:	Facilitate the execution of comprehensive audit plans in accordance with the audit programmes. Follow information flows from initiation to recording in the management accounts. Provide support in the preparation of the analytical review of financial data. Collate relevant data. Identify systems risk and controls: Analyse risk associated with each applicable process. Identify critical control points in a system. Quantify consequences of a break down in a control. Conduct preliminary evaluation of the controls. Perform compliance tests. Adopt sample as appropriate statistical designed by the audit supervisor and using audit software to extract relevant data. Perform audit test as per programme prepared by supervisor. Document test results on working papers. Submit working papers on time to the supervisor. Provide support in preparation of reports: Conclude on working papers as to the impact of the audit tests performed. Prepare recommendations for the improvement of procedures and controls. Communicate all issues with the supervisor and client continuously.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 38/93</u>	:	<u>PROVINCIAL INSPECTOR (X24 POSTS)</u>
<u>SALARY CENTRE</u>	:	R211 713 – R249 378 per annum (Level 06) Alfred Nzo (Ref No: DOT 22/09/2022) (X4 Posts) Amathole District (Ref No: DOT 23/09/2022) (X4 Posts) Chris Hani District (Ref No: DOT 24/09/2022) (X4 Posts) Joe Gqabi District (Ref No: DOT 25/09/2022) (X4 Posts) OR Tambo District (Ref No: DOT 26/09/2022) (X4 Posts) Sarah Baartman District (Ref No: DOT 27/09/2022) (X4 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma. A Valid Driving license at least a code B. with 1 – 2 years' relevant experience. 1-2 years' practical experience in law enforcement. No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issue notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver

license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

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

NOTE : In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 38/94 : **ADMIN CLERK (PRODUCTION): RESEARCH REF NO: DOT 28/09/2022**

SALARY CENTRE REQUIREMENTS : R176 310 – R207 681 per annum (Level 05)
: Head Office-KWT
: National Senior Certificate. No previous experience required, however exposure in administration and gathering data will be an advantage. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.

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

NOTE : In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 38/95 : **SECRETARY: INTERNAL AUDIT REF NO: DOT 29/09/2022**

SALARY CENTRE REQUIREMENTS : R176 310 – R207 681 per annum (Level 05)
: Head Office-KWT
: National Senior Certificate with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. 2 year's relevant experience. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and be able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES : Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the Appointments Secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the

office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the particular office.

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

NOTE : In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 38/96 : **REGISTRY CLERK (PRODUCTION): ADMINISTRATION SERVICES-MEC'S OFFICE REF NO: DOT30/09/2022**

SALARY CENTRE : R176 310 – R204 612 per annum (Level 05)
: Head Office-KWT

REQUIREMENTS : National Senior Certificate. No previous experience required, however, exposure in the Registry environment will be an advantage. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

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

NOTE : In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 38/97 : **FIREFIGHTER REF NO: DOT 31/09/2022 (X4 POSTS)**

SALARY CENTRE : R176 310 – R207 681 per annum (Level 05)
: Mthatha Airport

REQUIREMENTS : National Senior Certificate. Firefighter 1 certificate. Hazmat Awareness and Operations. First Aid Level 3 or BAA. 0- 2 year's relevant experience. Valid driver's license. Willing to do physical test, which include 2.4km running, Push-ups, sit-ups and Foam drum carrying. Knowledge: Knowledge of Fire Fighting, First Aid. Safety on Fire, Rescue and Apron Services Act. Planning and

DUTIES : Prevention and combating of a fire: Render fire prevention duties. Ensure compliance with fire prevention regulations. Perform administrative tasks relating to fire fighting. Maintain firefighting equipment. Conduct public awareness workshops on fire preventions. Provision of rescue services: Check thoroughly rescue equipment on daily basis. Recommend rescue equipment of service to ensure that they are in good working order. Participate in simulated emergency situations on regular basis to get ready for any emergency. Inspection of Runaway and Apron: Check foreign objects on the run-away. Inspect safety of the run-away. Check safety of aircraft when landing or checking off. Marshaling of aircraft: Conduct standbys on aircraft refuelling. Attendance to fuel spillages. Allocate parking bays and marshall aircrafts to their respective bays.

- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply.
- POST 38/98** : **DRIVER MESSENGER: ADMINISTRATION SERVICES-MEC'S OFFICE REF NO: DOT 32/09/2022**
- SALARY CENTRE REQUIREMENTS** : R124 434 – R146 577 per annum (Level 03)
: Head Office-KWT
: NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 7 to 12 months driving experience. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply.
- POST 38/99** : **FOOD AID SERVICES: ADMINISTRATION SERVICES-MEC'S OFFICE REF NO: DOT 33/09/2022**
- SALARY CENTRE REQUIREMENTS** : R104 073 – R122 592 per annum (Level 02)
: Head Office-KWT
: ABET level 4 or NQF level 1 to 3. No experience. Knowledge: Working procedures in respect of own work environment. Communication skills. Time management.
- DUTIES** : Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply.