

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
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** : The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System closes at 23: 59 on the closing date. Please take note, No Hand Delivered/Emailed Applications will be allowed as The Department Is Currently Using E-Recruitment System.
- CLOSING DATE** : 25 November 2022
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 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 detailed Curriculum Vitae only. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. 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: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12 / 24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Simphiwe.Mgudlwa@ectransport.gov.za (NB: For Technical Glitches Only – NO CVs). Technical support is limited to working hours (08:00-16:30 Mon-Thur and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Simphiwe.Mgudlwa@ectransport.gov.za and not as specified – your application will be regarded as lost and will not be considered.

MANAGEMENT ECHELON

- POST 43/113** : **DIRECTOR: COMMUNICATION REF NO: DOT 01/10/2022**
- SALARY** : R1 073 187 – R1 264 176 per annum (Level 13), (annual salary range), (An all – inclusive remuneration package)
- CENTRE** : Head Office-KWT

<u>REQUIREMENTS</u>	:	National Senior Certificate. B. Degree (NQF level 7) as recognized by SAQA in Communication/Public Relations/ Journalism. 5 years' relevant experience at Middle Management level in the Communication environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A Valid Driver's License. Knowledge: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives.
<u>DUTIES</u>	:	The provision of effective external communication and Media liaison support. The promotion of access to information (content gathering, production and dissemination) as well as public liaison and events Management. Develop and maintain the departmental website. The provision of effective internal communication, publication and photo journalism services. 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.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
<u>NOTE</u>	:	E-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

OTHER POSTS

<u>POST 43/114</u>	:	<u>DISTRICT ROADS ENGINEER-DRE (CHIEF ENGINEER) GR A REF NO: DOT 02/10/2022</u>
<u>SALARY</u>	:	R1 058 469 – R1 210 251 per annum, (OSD), (annual salary range), (an all – inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Amathole National Senior Certificate, Bachelor's Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years' experience post qualification. Registration with ECSA as professional engineer/Technologist. A Valid Driver's license. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Eastern Cape Roads Act, Roads and Ribbon Development Act, Roads Maintenance Manuals, Knowledge of collective bargaining Procurement directives.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operation, in support of individual development plans, operational requirements and return on

investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. 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 : E-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
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 43/115 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DOT 03/10/2022**

SALARY CENTRE REQUIREMENTS : 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 Human Resource Management /Labour Relations. 3-5 years supervisory experience (SL 7/8) in Labour Relations Environment. 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.

DUTIES : Provide technical support in the management of misconduct Cases: Investigate departmental misconducts. Formulate charges. Arrange for disciplinary hearings. Arrange for presiding official. Obtain report on hearing. Submit findings of hearing for sanctioning of actions. Inform employee and implement final resolution. Provide technical support in the management of dispute resolution and grievance process: Receive complaints before they become grievances and investigate complaints and mediate between the two parties. Receive, record grievances and provide administrative support to the grievance procedure. Provide technical advice to both the employer and employee for conciliation in dispute resolution. Facilitate and administer the process of arbitration between an employer and an employee. Resolve grievances through interviews, discussions and explanations. Submit outcome for final approval and implementation. Educate employees on the grievance procedure and administer grievances and disciplinary procedures. Provide secretariat services to disciplinary hearings and prepare documentation for arbitration and conciliation cases. 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. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets allocated to the post holder.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7455 / 7458
E-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE

: 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.