

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

APPLICATIONS : Applications are submitted via one of the options below: Via the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23:59 pm on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: Olwethu.Desi@dedea.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00 -16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications / CVs to: Olwethu.Desi@dedea.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applications received after the closing date will not be considered. No Faxed, No e-mailed applications will be accepted.

CLOSING DATE : 19 December 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. 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 submitted. 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.

MANAGEMENT ECHELON

POST 46/307 : **DIRECTOR: BUSINESS REGULATION AND GOVERNANCE REF NO: DEDEA/2022/12/01**
(Re-advertisement)

SALARY CENTRE : R1 105 383 – R1 302 102 per annum (Level 13)
: Head Office (Bisho)

- REQUIREMENTS** : National Senior Certificate, B Degree (NQF 7) in Economic/Business Management/Legal Sciences. In addition, minimum of five (5) years' experience at a middle management level in Economic Development environment. Knowledge and understanding of the Eastern Cape Economy and priority economic sectors will be the added advantage. The following skills and attributes are required: Advanced Computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, Computer literacy, People Management and Communication skills. A valid driver's license is required.
- DUTIES** : Develop and maintain a business regulatory framework for the liquor and gambling industries. Implement processes to align the provincial business regulatory framework with national policy imperatives and provincial specific needs. Monitor, evaluate and report on the impact of business regulatory frameworks and instruments on Socio, Economic and Business development initiatives in the Province. Develop and maintain enforcement systems and instruments.
- ENQUIRIES** : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
- For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
- NOTE** : Employment Equity target: Coloured Female, Person with disability

OTHER POSTS

- POST 46/308** : **DEPUTY DIRECTOR: LOCAL AND REGIONAL ECONOMIC DEVELOPMENT (LRED) REF NO: DEDEA/2022/12/02**

- SALARY** : R908 502 – R1 070 169 per annum (Level 12)
- CENTRE** : Head Office (Bisho)
- REQUIREMENTS** : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in Economics, Business or Development Studies. In addition, minimum of 3-5 years relevant experience of which 3 years should be at Assistant Director Level. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Computer literacy, Communication skills and corporate governance. A valid driver's license required.
- DUTIES** : Coordinate inputs in the development of HRD/ PMDS policies, strategies and systems. Monitor, evaluate and report on the sustainable impact of Local and Regional Economic Development funded projects. Provide technical advisory and support services to DEDEAT's implementing structures and agents. Provide technical support to senior management to establish partnerships to support local and Regional Economic Development programmes, projects and instruments. Perform and manage administrative and related functions.
- ENQUIRIES** : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
- For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
- NOTE** : Employment Equity target Coloured Male, African Female

- POST 46/309** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DEDEA/2022/12/03**
(Re-advertisement)

- SALARY** : R766 584 – R903 006 per annum (Level 11)
- CENTRE** : Head Office (Bisho)
- REQUIREMENTS** : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in) in Human Resource Management/ Social Sciences/ Public Administration or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at Assistant Director Level in the HRD space dealing with both training & PMDS. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Computer literacy, Communication skills and corporate governance. A valid driver's license required.
- DUTIES** : Coordinate inputs in the development of HRD/ PMDS policies, strategies and systems. Manage the implementation of training and development programmes. Manage the implementation of performance Management and development strategy. Facilitate the implementation of HRD/ PMDS capacity

		building programmes. Monitor and evaluate the impact of training and development. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
<u>POST 46/310</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: (IMPACT MANAGEMENT) REF NO: DEDEA/2022/12/20</u>
<u>SALARY</u>	:	R517 727 – R591 954 per annum, (OSD), Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate, 4 years' degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification experience of which a minimum of 3 years must be in environmental law enforcement. An EMI qualification will be an advantage. The following skills, knowledge and attributes are required: Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Practical environmental compliance and enforcement experience will be an added advantage. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills. Ability to transfer compliance and enforcement skills to EMIs. Strategic, problem-solving and negotiation skills. Administrative and logistical skills. Customer focus and responsiveness. Willing to travel extensively and work irregular hours. A valid driver's license.
<u>DUTIES</u>	:	Plan, coordinate and render compliance monitoring inspections. Plan and coordinate law enforcement and investigations. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
<u>POST 46/311</u>	:	<u>ASSISTANT DIRECTOR: ECONOMIC DEVELOPMENT</u> (Re-advertisement)
<u>SALARY</u>	:	R393 711 – R463 764 per annum (Level 09)
<u>CENTRE</u>	:	(Ref No: DEDEA/2022/12/04) Chris Hani Region (Ref No: DEDEA/2022/12/05) Alfred Nzo Region (Ref No: DEDEA/2022/12/06) Amathole Region
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in) in Economics/ Business Administration/ Development Studies/ Entrepreneurship/ or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8. Supervisory experience will be an added advantage. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, Computer literacy, People Management and Communication skills. A valid driver's license is compulsory.
<u>DUTIES</u>	:	Supervise the implementation of Economic development policies, programmes and instruments within the District. Provide technical support to municipalities with the development of IDP strategies and objectives aimed at targeted economic development strategies, programmes and projects. Perform monitoring and evaluation processes to determine the impact of Economic Development instruments within the area of operation. Provide Economic Development advocacy and empowerment services for the area of operation. Perform and manage all administrative and related functions.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
<u>NOTE</u>	:	For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
		Employment Equity targets: Chris Hani: African Male/PWP Alfred Nzo: African Male/ PWP Amathole: African Male/PWP

- POST 46/312** : **ASSISTANT DIRECTOR: ECONOMIC DEVELOPMENT REF NO: DEDEA/2022/12/07**
- SALARY** : R393 711 – R463 764 per annum (Level 09)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in) in Economics/ Business Administration/ Development Studies/ Entrepreneurship/ or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8. Supervisory experience will be an added advantage. The following skills and attributes are required: Advanced computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, Computer literacy, People Management and Communication skills. A valid driver's license is compulsory.
- DUTIES** : Supervise the implementation of economic development policies, programmes and instruments within the District. Provide technical support to the District Municipality and Local Municipalities with the development of IDP strategies and objectives aimed at targeted economic development strategies, programmes and projects. Perform monitoring and evaluation processes to determine the impact of economic development instruments within the District Municipality and Local Municipalities. Provide Economic Development advocacy and empowerment services for the District Municipality and Local Municipalities. Supervise the allocated resources of the Division in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.
- ENQUIRIES** : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
- NOTE** : Employment Equity target: Coloured Male, African Female
- POST 46/313** : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES**
(Re-advertisement)
- SALARY** : R393 711 – R463 764 per annum (Level 09)
CENTRE : (Ref No: DEDEA/2022/12/08) Head Office (Bhisho)
(Ref No: DEDEA/2022/12/09) Alfred Nzo Region
REQUIREMENTS : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in) in Social Science / Development Studies / or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8 in the area of Special programmes. Supervisory experience will be an added advantage. The following skills and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Computer literacy, Team Membership, Technical Proficiency. A valid Driver's license (NB this does not apply to persons with disabilities).
- DUTIES** : Provide inputs for development of SPU Policy and Guidelines. Ensure Lobbying and networking for designated groups. Coordination and Provision of reports on Performance of Regional Programmes on SPU targets which will include the following: Provide and Facilitate Capacity Building programmes, Conduct Education and Awareness on departmental programmes and Perform administrative and related functions.
- ENQUIRIES** : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
- NOTE** : Employment Equity targets: Head Office: African Female/PWP
Alfred Nzo: African Male/ PWP
- POST 46/314** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DEDEA/2022/12/10**
(Re-advertisement)
- SALARY** : R393 711 – R463 764 per annum (Level 09)
CENTRE : O.R Tambo Region
REQUIREMENTS : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in) in HRM/ Public Administration/ Social Sciences or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8 in administration. Supervisory experience will be an added advantage. Supervisory experience

will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. A valid driver's license.

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

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za

NOTE : Employment Equity target: African Male/ PWD

POST 46/315 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DEDEA/2022/12/11**
(Re-advertisement)

SALARY : R393 711 – R463 764 per annum (Level 09)

CENTRE : Head Office (Bisho)

REQUIREMENTS : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in) or Finance/ Asset Management or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8 in Financial or Asset Management environment. Supervisory experience will be an added advantage. The following skills and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Computer literacy, Team Membership, Technical Proficiency. A valid driver's license.

DUTIES : Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Supervise the development and maintenance of the Departmental Disposal Register. Monitor and review the allocation of assets to asset holders: Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male/ PWP

POST 46/316 : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: DEDEA/2022/12/12**

SALARY : R393 711 – R463 764 per annum (Level 09)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in Communications / Marketing / Journalism / Public Relations or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8 communication environment. Supervisory experience will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Computer literacy, Self-Management, Team Membership, Technical Proficiency. Time Management, Planning and Organizing. A valid driver's license.

DUTIES : Provide support in the development of policies and strategies for internal and external communication. Provide production services to enhance communication in the department. Provide effective implementation of internal & external communication services. Supervise administrative and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male, African Female

POST 46/317 : **ASSISTANT DIRECTOR: REVENUE AND EXPENDITURE REF NO: DEDEA/2022/12/13**

SALARY : R393 711 – R463 764 per annum (Level 09)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in Financial Management or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8 Financial environment. Supervisory experience will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Time Management, Planning and Organizing, Computer literacy. A valid driver's license.

DUTIES : Supervise processes for the payment of service providers. Supervise processes for the monitoring of expenditure. Provide technical support with development and maintenance of departmental expenditure management policies and delegations. Supervise subordinate staff and support departmental planning processes.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male, African Female

POST 46/318 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DEDEA/2022/12/14**

SALARY : R393 711 – R463 764 per annum (Level 09)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, B Degree/Advanced Diploma (NQF 7) or (National Diploma – NQF 6) in Supply Chain Management, Public Administration/Business Management or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8 acquisition environment. Supervisory experience will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency. Time Management, Planning and Organizing, Computer literacy. A valid driver's license.

DUTIES : Monitor the appropriateness and effectiveness of the departmental policies. Monitor, facilitate and implement acquisition procurement. Co-ordinate the implementation of capacity building programmes. Supervise administrative and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male, African Female

POST 46/319 : **LEGAL ADMINISTRATION OFFICER GRADE 5 REF NO: DEDEA/2022/12/19 (X2 POSTS)**
(Re-advertisement)

SALARY : R390 360 – R502 779 per annum, (OSD), Appropriate salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate, A law degree (NQF level 7) majoring in Legal practice recognized by SAQA. 8 years post qualification experience. Supervisory experience will be an advantage. Computer literacy and a valid driver's license is required. The following skills, knowledge and attributes are required: Clear understanding of litigation procedures especially that of Organs of State, clear understanding of Corporate Governance Requirements, Disciplinary Procedures in line with the Public Service Act as well as procedure for drafting policy and legislation and adoption thereof. Knowledge of all legislation relevant to the Department. Specialised skill in Environmental Affairs will be an advantage. Strategic capability and leadership, Programme and Project Management, Financial Management, Problem Solving and Analysis,

- Computer literacy, Client Orientation and Customer Focus, Communication, and Investigation.
- DUTIES** : Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support 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.
- ENQUIRIES** : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
- NOTE** : Employment Equity target: Coloured Male, African Female
- POST 46/320** : **SENIOR LRED ADVISOR**
(Re-advertisement)
- SALARY CENTRE** : R331 188 – R390 129 per annum (Level 08)
: (Ref No: DEDEA/2022/12/15) Sarah Baartman Region
(Ref No: DEDEA/2022/12/16) Chris Hani Region
(Ref No: DEDEA/2022/12/17) O.R Tambo
(Ref No: DEDEA/2022/12/18) Amathole Region
- REQUIREMENTS** : National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies/ Entrepreneurship and/ or relevant qualification. 1-2 years relevant experience in the area of economic development. Valid driver's License. The following skills, knowledge and attributes are required: Integrity, Service orientated, Confidentiality, Technical Proficiency, computer literacy, communication, report writing.
- DUTIES** : Coordinate inputs for the development of policies, guidelines, norms and standards regarding regional economic development. Assist in the development of guideline, norms and standards for Education and awareness. Promote the coordination of local economic development initiatives. Monitor implementation of local economic development activities. Perform administrative and related functions.
- ENQUIRIES** : can be directed to Mr T. Gantsho/ Mr. O. Desi at Tel No: 043 605 7091
For e-Recruitment Enquiries send eMail to: Olwethu.Desi@dedea.gov.za
- NOTE** : Employment Equity targets: Sarah Baartman: White Male/PWD
Chris Hani: Coloured Male/PWD
O.R Tambo: Coloured Male/PWD
Amathole: African Male/PWD

DEPARTMENT OF HEALTH

- APPLICATIONS** : Directed to the addresses as indicated below or Hand Delivery as indicated below:
- St Patricks Hospital** – Post: Human Resources Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Deliver: St Patricks Hospital Bizana. Enquiries: Ms Gxaweni Tel: 039 251 0236
- Lilitha Nursing College** - Post to: Human Resource Section, Lilitha Nursing College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha Nursing College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene Tel no 043 700 9717/26.
- Frontier Regional Hospital** – Post to: HR Office, Private Bag X 7063, Queenstown, 5320 or Hand Delivery to: HR Office, Frontier Regional Hospital, Corner Kingsway & Livingstone Street, Queenstown, 5320. Enquiries: Ms P Marongo Tel No. 045 808 4272
- Mbhashe Sub District** - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mngquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16
- Nompumelelo Hospital** - Post to: HR Office, Nompumelelo Hospital, Private Bag X13 Peddie 5640 or Hand Deliver to: HR Office, Nompumelelo Hospital, Grahamstown Road, Peddie 5640 Enquiries: Ms Mlotana Tel No.040 673 3321
- Nkqubela TB Hospital:** Hand Delivery to Human Resource Office, 1124 Billy Road, Nu9 Mdantsane Post to: HR Office Nkqubela TB Hospital PO Box 12239 Amalinda East London 5247 Enquiries: Ms Y Makala 0437612131
- Frere Tertiary Hospital** - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Wilhelm Stahl Hospital - Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel no: 049 842 1111

Livingstone Tertiary Hospital - Post to and Hand deliver to: HR Office, Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

Maluti Sub District - Post to The Human Resource Manager, Maluti College of Education, PO Box 63, Maluti, 4740 Enquiries: R Kok Tel no 039 256 0518/0519.

Mnquma Sub-district - Post to: HR Office, Mnquma Sub-district or hand deliver to: HR Office 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries: Ms N Tengwa Tel no: 047 491 0740.

Umzimvubu Sub District - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800 Enquiries: Mr Magadla Tel no 039 727 2090.

Mbhashe Sub District - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mnquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: Ms Jaceni Tel no 043 708 1700.

Inxuba Yethembu Sub District – Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5880. Enquiries: Ms GO Van Heerden Tel no 048 881 2921.

Ngcobo Sub-District - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel no 047 5480022/34

Maletswai Sub- District- Post: Human Resource Office, Parkline Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver: HR Office Maletswai Sub- District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr Z Tyalana Tel no: 051 633 9617.

Elundini Sub- District- Post: Human Resource Office, P Bag X1129, Mount Fletcher: 4770 or Hand Delivery: HR Office, Elundini Sub-District Office, Police Street, Enquiries: Mrs. Du Plessis Tel: 039 257 2400

Senqu Sub-District - Post to: Human Resource Office, Sengu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Mr Z Tyalana Tel no: 051 633 9617.

Nelson Mandela Metro Office – Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000 Greenacres Port Elizabeth or hand deliver to Registry Office Nelson Mandela Health District Office (Old Walton Building) Conningham Street Parson Hill Port Elizabeth. Enquiries: Ms P Makuluma Tel No: 041 391 8164

King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcagca Tel no 047 531 0823.

Nyandeni Sub District –Post Human Resource Office Nyandeni LSA P.O Box 208/Libode 5160, or hand deliver: Nomandela Drive opposite traffic Department, Libode ,5160, Enquiries: Mr L Phokolo Tel No: 047 555 2014/2029

Mhlontlo Sub District –Post: Human Resource Office, Mhlontlo Sub –District, Private Bag X 421, Qumbu, 5180. Enquiries: Ms Ntlabi, Tel :047 553 0585

Camdeboo Sub-District – Post: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaff Reinet 6280 or Hand Deliver: Human Resource Office, Margery Parkes Hospital, Graaff Reinet. Enquiries: Mr MT Buyelo, Tel: 049 893 0031

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries: Mrs Phillips Tel no 042 200 4214.

Jose Pearson TB Hospital - Post to: HR Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel no: 041 372 8000.

Orsmond TB Hospital - Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, Uitenhage, 6320 or hand delivered to Human

Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage. Enquiries: Ms C Bekker Tel: 041-988 1111

All Saints Hospital - Post to: Human Resource Office, All Saints Hospital, Private Bag x215, Engcobo, 5605 or hand deliver All Saints Hospital, Engcobo 5605, Enquiries: Ms NP Gcaza – Tel no: 047 548 4104.

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469/4320

Butterworth Hospital - Post to: HR Office, Butterworth Hospital, Private Bag x3051, Butterworth 4960, or hand deliver to: HR Office, Main Registry, Butterworth Hospital, Butterworth 4960. Enquires: Ms P Mtshemla Tel: 047 401 9000.

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel no 046 602 5046.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

CLOSING DATE
NOTE

: 19 December 2022
: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. 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.

MANAGEMENT ECHELON

POST 46/321

: **CHIEF DIRECTOR: LEGAL SERVICES REF NO:**
ECHEALTH/CDLS/HO/ARP/01/12/2022
(1 Year Contract)
Purpose: To manage and co-ordinate legal services within the Department of Health.

SALARY
CENTRE
REQUIREMENTS

: R1 308 051 – R1 563 948 per annum (Level 14), all-inclusive package
: Head Office, Bhisho
: National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years' appropriate post qualification litigation and advisory experience, of which 8 years must have been at a senior management level (in a government department or public entity). Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES

: Manage legal services unit within the ECDOH. Monitor and coordinate the implementation of the medico-legal strategy. In collaboration with Specialised Litigation Unit, Clinical Services and other critical units, manage and coordinate medico-legal litigation and approved interventions. Build legal capacity within the ECDOH Head office and its facilities. Collect and monitor compliance with court orders. Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising the department accordingly on all legal matters including HR and Supply Chain Management. Put preventative administrative strategies that will allow the department to deal with the initial stages of litigation, e.g. management of PAIA requests and also management and maintenance of the contingent liability register in preparation for the audit, Facilitate engagement and meetings with the various State Attorney Offices, Specialised Litigation Unit and other stakeholders in the Province. Conduct research, and research new case law which impacts on general litigation including medico-legal. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Head of Department and the Executive Management of the Department. Research relevant legal prescripts and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of medico-legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Specialised Litigation Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Specialised Litigation Unit within set timeframes.

ENQUIRIES

: Ms N Maseko Tel No: 040 608 1141. Refer all application related enquiries to the specified contact person.
For e-Recruitment Technical Support eMail to:
RecruitmentHeadOffice@ehealth.gov.za

APPLICATIONS

: applications are submitted via one of the options below: Via the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. NB: Applications for posts that are to be submitted via the e-recruitment system are specified and are the only posts published in the system. The e-Recruitment System Closes at 23:59 pm on the closing date. To report technical glitches, for any 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: RecruitmentHeadOffice@ehealth.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00 -16:30 Mon-Thursday and 08:00-16:00 on Fri). For more information, please contact Mr AV Gonyela Tel No: 040 608 1602/5/6/10. Should you submit your applications / CVs to: RecruitmentHeadOffice@ehealth.gov.za and not as specified – your application will be regarded as lost and will not be considered.

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. 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 submitted. 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.

CLOSING DATE : 19 December 2022. Applications received after the closing date will not be considered. No faxed, No e-mailed applications will be accepted.

POST 46/322 : **DIRECTOR: MEDICO-LEGAL REF NO:**
ECHEALTH/DIRML/HO/ARP/01/12/2022
 (1 Year Contract)

SALARY : R1 105 383 – R1 302 102 per annum (Level 13), all-inclusive package
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 10 years' appropriate post qualification litigation and advisory experience, of which 5 years must have been at a management level (in a government department or public entity). Admission as an Attorney or Advocate. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES : Manage and coordinate medical litigation and approved interventions to manage litigation in the ECDOH. Monitor and coordinate the implementation of the integrated medico-legal strategy. Build legal capacity within the ECDOH Head Office and Districts. Working closely with Office of the Premier's Specialised Litigation unit, Offices of the State Attorney and other service providers, facilitate proper management of medico-legal cases, by engaging with facilities concerning readiness of their cases. Manage service level agreements between the department and various service providers supporting management of legal cases on behalf of the department. Receive, facilitate and monitor compliance with PAIA requests and court orders. Promote a legally compliant environment in the Eastern Cape Department of Health. Ensure compliance with the litigation management strategy by continuously advising

the department accordingly. Facilitate State Attorney's Liaison meeting with the various State Attorney Offices in the Province. Conduct research on new case law which impacts on litigation trends generally and also medico-legal litigation in particular. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Head of Department and other relevant stakeholders. Obtain court orders from various high courts in the Province and collate same for receipt by the Department. Ensure compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the investigation of all legal claims. Support the development and implementation of an investigation plan and facilitate adherence to it. Supervise and co-ordinate the effective and efficient running and management of the Legal Services Unit. Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness of that unit in support of the ECDOH. Report on the Legal Services information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legal Services Unit. Develop and implement service delivery improvement programmes. Ensure that performance agreements and development plans are developed and implemented for relevant officials within set timeframes.

ENQUIRIES

: Ms N Maseko Tel No: 040 608 1141. Refer all application related enquiries to the specified contact person.

For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za

APPLICATIONS

: applications are submitted via one of the options below: Via the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. NB: Applications for posts that are to be submitted via the e-recruitment system are specified and are the only posts published in the system. The e-Recruitment System Closes at 23:59 pm on the closing date. To report technical glitches, for any 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: RecruitmentHeadOffice@ehealth.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00 -16:30 Mon-Thursday and 08:00-16:00 on Fri). For more information, please contact Mr AV Gonyela Tel No: 040 608 1602/5/6/10. Should you submit your applications / CVs to: RecruitmentHeadOffice@ehealth.gov.za and not as specified – your application will be regarded as lost and will not be considered.

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. 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 submitted. 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.

CLOSING DATE : 19 December 2022. Applications received after the closing date will not be considered. No faxed, No e-mailed applications will be accepted.

OTHER POSTS

POST 46/323 : **MANAGER NURSING REF NO: ECHEALTH/NMAH/MNL3/02/11/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY : R992 634 - R1 117 236 per annum, (OSD), all-inclusive package
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post graduate qualification in Nursing Education and/or Nursing Management will be added advantage. Current paid-up registration with SANC. A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience at management level. Valid Code B/EB driver's license. Must be computer literate and may be required to demonstrate computer skills. Complex report writing skills essential.

DUTIES : To lead, manage and provide strategic Nursing leadership and direction to Nursing Services in the institution. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programs. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, protocol/ procedures and standards pertaining to nursing care. Establish, maintain and participate in inter-professional multi-disciplinary team for effective and efficient health care. Manage and monitor the utilization of Human Resources and Finances in accordance with relevant directives and prescripts. Maintain and manage PMDS of subordinates. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Monitor compliance to Quality Assurance, Infection Prevention and Control, Occupational health and Safety programs within the institution. Participate in Hospital Executive decision-making body.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 46/324 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/BUTTHAPL/02/11/2022**
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY : R908 502 – R1 070 169 per annum (Level 12)
CENTRE : Amathole District, Butterworth Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Advanced Diploma in Management Field as added advantage. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager. Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000.

POST 46/325 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/SETTL/APL/02/11/2022**

SALARY CENTRE REQUIREMENTS : R908 502 – R1 070 169 per annum (Level 12)
 : Sarah Baartman District, Settlers Hospital
 : A Degree/Advanced Diploma in Health related field plus a Degree/Advanced Diploma in Management Field as added advantage. Registration with the relevant Professional Council. At least (5) years' experience in the Health Sector at middle management. Experience as a Health Service Manager. Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver's License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Ms S Diva Tel No: 046 602 5046.

POST 46/326 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES REF NO: ECHEALTH/DDCP/FTH/APL/02/11/2022**

SALARY CENTRE REQUIREMENTS : R896 535 - R995 022 per annum, (OSD)
 : Buffalo City Metro, Frere Tertiary Hospital
 : National Senior Certificate, Bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Audiology, Physiotherapy or Occupational Therapy. A minimum of 12 years' appropriate experience after registration with HPCSA as independent practitioner in the relevant profession, of which 7 years must be appropriate experience in management/supervisory position. Post graduate qualification will be an added advantage. Applicants are expected to submit a certified copy of their current HPCSA Annual

registration card and HPCSA independent Practice Certificate. Applicants must be in possession of a valid South African driver's license, must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills, Client Orientation and Customer Focus skills, financial and human resource management skills. Applicants should be prepared to undergo competency-based assessment, pre-employment and periodic medical surveillance as part of the employment conditions. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. A valid driver's license.

DUTIES : Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well-co-ordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. General management of Clinical Support Services' unit managers and own office employees. Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2487/2532

POST 46/327 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES**
REF NO: ECHEALTH/DDCP/CMH/APL/02/11/2022

SALARY : R896 535 - R995 022 per annum, (OSD)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Senior Certificate, Bachelor's degree or equivalent qualification in Speech and Audiology, Speech Therapy, Audiology, Physiotherapy or Occupational Therapy. A minimum of 12 years' appropriate experience after registration with HPCSA as independent practitioner in the relevant profession, of which 7 years must be appropriate experience in management/supervisory position. Post graduate qualification will be an added advantage. Applicants are expected to submit a certified copy of their current HPCSA Annual registration card and HPCSA independent Practice Certificate. Applicants must be in possession of a valid South African driver's license, must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills, Client Orientation and Customer Focus skills, financial and human resource management skills. Applicants should be prepared to undergo competency-based assessment, pre-employment and periodic medical surveillance as part of the employment conditions. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. A valid driver's license.

DUTIES : Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well-co-ordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development,

implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. General management of Clinical Support Services' unit managers and own office employees. Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

ENQUIRIES : Ms N. Matshaya Tel No: 043 708 2121

POST 46/328 : **DEPUTY CAMPUS HEAD REF NO: ECHEALTH/DCH/LCQ/APL/02/11/2022**

SALARY CENTRE REQUIREMENTS : R881 961 - R992 634 per annum, (OSD)
 : Lilitha Nursing College, Lusikisiki Campus
 : Master's Degree in Nursing Science, Degree/Diploma in Nursing Education and Management. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate / recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriated / recognizable experience in Nursing Education after obtaining the Nursing Education Post Basic Qualification. Advanced computer literacy and a valid driver's license. Knowledge of Public Service Administration Acts and Legislation such as Health Act, SAQA, NQF Nursing Act, Rules and Regulations, College Policies, PSR, Disciplinary Code and Procedures, Labour Relations Act, etc. Excellent communication, interpersonal and leadership skills, Report writing skills, Facilitation skills, liaison skills, presentation skills, management skills, Analytical skills, motivation skills, Research skills.

DUTIES : Manage implementations of clinical and theoretical academic content at Campus and sub-campus level. Ensure quality assurance and change management in the implementation of all teaching and learning programmes and student competencies. Co-ordinate and monitor Community Based Education (CBE) and work-integrate learning (WIL) at campus and sub-campus. Facilitate effective and efficient implementation of College Policies in all disciplines. Oversee clinical allocation of learners in the identified and approved clinical facilities for all the relevant disciplines. Monitor compliance to set standard as laid down by SANC, SAQA, CHE and DHET. Ensure continuous staff capacity building to promote academic excellent. Exercise supervision and support to academic staff. Manage various submission in relation to student academic matters, including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning.

ENQUIRIES : Ms P Mene Tel No: 043 700 9717/26

POST 46/329 : **DEPUTY DIRECTOR: MEDICO-LEGAL REF NO: ECHEALTH/DD-ML/HO/ARP/01/12/2022**
 (1-year Contract)

Purpose: To assist in the management and co-ordination of medico-legal claims against the Department of Health.

SALARY CENTRE : R766 584 – R903 006 per annum (Level 11), all-inclusive package
 : Head Office, Bhisho

- REQUIREMENTS** : National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 5 years' appropriate post qualification litigation and advisory experience of which 3 years must be at Assistant Director Level. Admission as an Attorney or Advocate will be an added advantage. An applicant must be able to understand public service prescripts and its applications, relevant legal prescripts to enable the management of litigation and mediation/ arbitration processes. A valid driver's license.
- DUTIES** : Working together with the Specialised Litigation Unit, the incumbent will facilitate management of all medico-legal litigation in the department. Facilitate implementation of the provincial litigation management strategy through coordination of Health related interventions and mandates in respect of the clinical defence. Promote a legally compliant environment in the Eastern Cape Department of Health. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Attend quarterly provincial legal advisors' forums. Render support to Director: Legal Services by conducting research, and research new case law which impacts on medico-legal litigation. Investigate litigious matters and advise the department on the merits and further conduct of the matter. Facilitate external mediation/arbitration processes that may include attendance of related proceedings. Maintain and update a register of all cases including contingent liabilities and agency fees in support of audit processes. Report on progress of all legal matters to the Head of Department. Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Facilitate compliance with court orders, thereby preventing contempt of court proceedings against the department of Health. Render support in identifying, managing and facilitating the internal investigation of medico-legal claims. Working together with the Clinical Services and SLU, facilitate the development and implementation of an investigation plan and facilitate adherence to it. Engagement of facilities on witness preparation, collection of clinical related documents and evidence, quality improvement, etc. Facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Assist in the review of the Specialised Litigation Unit's performance and make recommendations to improve the efficiency and effectiveness. Report on the Specialised Litigation Unit's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Specialised Litigation Unit. Develop and implement service delivery improvement programmes. Develop the implementation of the Legal Service Unit's Annual Operational Plans.
- ENQUIRIES** : Ms N Maseko Tel No: 040 608 1141. Refer all application related enquiries to the specified contact person.
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za
- APPLICATIONS** : applications are submitted via one of the options below: Via the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. NB: Applications for posts that are to be submitted via the e-recruitment system are specified and are the only posts published in the system. The e-Recruitment System Closes at 23:59 pm on the closing date. To report technical glitches, for any 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: RecruitmentHeadOffice@ehealth.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00 -16:30 Mon-Thursday and 08:00-16:00 on Fri). For more information, please contact Mr AV Gonyela Tel No: 040 608 1602/5/6/10. Should you submit your applications / CVs to: RecruitmentHeadOffice@ehealth.gov.za and not as specified – your application will be regarded as lost and will not be considered.
- 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. 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 submitted. 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.

CLOSING DATE : 19 December 2022. Applications received after the closing date will not be considered. No faxed, No e-mailed applications will be accepted.

POST 46/330 : **MEDICAL PHYSICIST GRADE 1- 3 REF NO: ECHEALTH/MS/LTH/APL/02/11/2022**

SALARY : Grade 1: R692 286 - R768 333 per annum, (OSD)
Grade 2: R784 113 - R870 231 per annum, (OSD)
Grade 3: R896 535 - R1 009 944 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : BSc honours degree in Medical Physics, or equivalent. Registration with the HPCSA as a Medical Physicist (Independent Practice). At least 3 years post registration experience in Clinical Medical Physics. Sound knowledge of radiotherapy physics, radiotherapy equipment, dosimetry, treatment planning and HDR brachytherapy. Knowledge of computers and software used in radio therapy, radiology and nuclear medicine, knowledge of quality assurance. Knowledge of statutory regulations regarding the medical use of ionizing radiation. Thorough understanding of physics concepts and its link to medical applications. Research, development and teaching/training skills.

DUTIES : Provide Medical Physics support for Radiation Oncology treatments units including, acceptance testing, commissioning, calibration and quality assurance. Provide Medical Physics for Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Provide radiation protection services for the institution. Provide Clinical Medical Physics advice as required in Radiotherapy, Nuclear medicine, and Radiology. Training and education of Medical Physics interns and other professionals in associated departments. Active participation and assistance with research and development programmes of the Medical Physics Department.

ENQUIRIES : Ms L Mabanga Tel No: 041 405 2348

POST 46/331 : **ASSISTANT MANAGER SPECIALTY (ACCIDENT & EMERGENCY) REF NO: ECHEALTH/AMN/FTH/APL/02/11/2022**

SALARY : R642 942 – R723 624 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital

<u>REQUIREMENTS</u>	:	Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
<u>DUTIES</u>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: 043 709 2487/2532
<u>POST 46/332</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/MCHC/ARP-NHI/02/11/2022</u> (1 Year Contract) Re-advertisement. Applicants who have applied before are encouraged to apply again.
<u>SALARY</u>	:	Grade 1: R605 469 – R671 979 per annum, (OSD) Grade 2: R692 286 – R768 333 per annum, (OSD) Grade 3: R784 113 – R870 231 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Maluti Sub-District, Maluti CHC Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	R Kok Tel No: 039 256 0518/0519
<u>POST 46/333</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/NCHC/ARP-NHI/02/11/2022</u> (1 Year Contract) Re-advertisement. Applicants who have applied before are encouraged to apply again
<u>SALARY</u>	:	Grade 1: R605 469 – R671 979 per annum, (OSD) Grade 2: R692 286 – R768 333 per annum, (OSD) Grade 3: R784 113 – R870 231 per annum, (OSD)
<u>CENTRE</u>	:	Umzimvumbu Sub-District, Ntabankulu CHC

REQUIREMENTS : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.

DUTIES : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES : Mr Magadla Tel No: 039 727 2090

POST 46/334 : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/NCHC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)

CENTRE REQUIREMENTS : Mngquma Sub-District, Ngqamakhwe CHC
Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.

DUTIES : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.

ENQUIRIES : Ms N Tengwa Tel No: 047 491 0740

POST 46/335 : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/ICHC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)

CENTRE : Mbhashe Sub-District, Idutywa CHC

- REQUIREMENTS** : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms Mkhwetha Tel No: 047 489 2417/16
- POST 46/336** : **REGISTERED COUNSELLOR (X2 POSTS)**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE** : Buffalo City Metro, Dimbaza CHC Ref No: ECHEALTH/RC/DCHC/ARP-NHI/02/11/2022 (X1 Post)
Nontyatyambo CHC Ref No: ECHEALTH/RC/NCHC/ARP-NHI/02/11/2022
- REQUIREMENTS** : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms N Jaceni Tel No: 043 708 1719/1700
- POST 46/337** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/TCHC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE** : Inxuba Yethemba Sub-District, Thornhill CHC

- REQUIREMENTS** : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms GO Van Heerden Tel No: 048 881 2921
- POST 46/338** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/ZWDCHC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE REQUIREMENTS** : Ngcobo Sub-District, Zwelakhe Dalasile CHC
: Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms N. Matala Tel No: 047 5480022/34
- POST 46/339** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/MC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE** : Maletswai Sub-District, Malestwai Clinic

- REQUIREMENTS** : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Mr Z Tyalana Tel No: 051 633 9617
- POST 46/340** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/ELC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE REQUIREMENTS** : Elundini Sub-District, Elundini Clinic
Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Mrs. Du Plessis Tel No: 039 257 2400
- POST 46/341** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/STC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE** : Senqu Sub-District, Sterkspruit Town Clinic

- REQUIREMENTS** : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Mr Z Tyalana Tel No: 051 633 9617
- POST 46/342** : **REGISTERED COUNSELLOR (X3 POSTS)**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE** : Nelson Mandela Metro, Motherwell CHC Ref No: ECHEALTH/RC/MTCHC/ARP-NHI/02/11/2022 (X1 Post)
Leticia Bam CHC Ref No: ECHEALTH/RC/LBCHC/ARP-NHI/02/11/2022 (X1 Post)
West End CHC Ref No: ECHEALTH/RC/WECHC/ARP-NHI/02/11/2022 (X1 Post)
- REQUIREMENTS** : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms P Makuluma Tel No: 041 391 8164
- POST 46/343** : **REGISTERED COUNSELLOR (X2 POSTS)**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)

<u>CENTRE</u>	:	Grade 3: R784 113 – R870 231 per annum, (OSD) King Sabata Dalinyebo Sub-District, Mbekweni CHC Ref No: ECHEALTH/RC/MBC/ARPNHI/02/11/2022 (X1 Post) Mqanduli CHC Ref No: ECHEALTH/RC/MQC/ARP-NHI/02/11/2022
<u>REQUIREMENTS</u>	:	Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	Ms O Gcagca Tel No: 047 531 0823
<u>POST 46/344</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/PSJCHC/ARP-NHI/02/11/2022</u> (1 Year Contract) Re-advertisement. Applicants who have applied before are encouraged to apply again.
<u>SALARY</u>	:	Grade 1: R605 469 – R671 979 per annum, (OSD) Grade 2: R692 286 – R768 333 per annum, (OSD) Grade 3: R784 113 – R870 231 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nyandeni Sub-District, Port St Johns CHC Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. Grade 1: none after registration with HPCSA. Grade 2: A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. Grade 3: A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
<u>ENQUIRIES</u>	:	Mr L Phokolo Tel No: 047 555 2014/2029
<u>POST 46/345</u>	:	<u>REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/QCHC/ARP-NHI/02/11/2022</u> (1 Year Contract) Re-advertisement. Applicants who have applied before are encouraged to apply again.
<u>SALARY</u>	:	Grade 1: R605 469 – R671 979 per annum, (OSD)

- Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
Mhlontlo Sub-District, Qumbu CHC
- CENTRE REQUIREMENTS** : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms Ntlabi, Tel No: 047 553 0585
- POST 46/346** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/IMIC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE REQUIREMENTS** : Kouga Sub-District, Imizamo Yethu Clinic
: Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Mrs Phillips Tel No: 042 200 4214
- POST 46/347** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/MASAC/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)

- CENTRE REQUIREMENTS** : Grade 3: R784 113 – R870 231 per annum, (OSD)
 : Camdeboo Sub-District, Masakane Clinic
 : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Mr MT Buyelo Tel No: 049 893 0031
- POST 46/348** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/JTBH/ARP-NHI/02/11/2022**
 (1 Year Contract)
 Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
 Grade 2: R692 286 – R768 333 per annum, (OSD)
 Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE REQUIREMENTS** : Nelson Mandela District, Jose Pearson TB Hospital
 : Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms Klassen Tel No: 041 372 8000
- POST 46/349** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/ORTH/ARP-NHI/02/11/2022**
 (1 Year Contract)
 Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
 Grade 2: R692 286 – R768 333 per annum, (OSD)
 Grade 3: R784 113 – R870 231 per annum, (OSD)

- CENTRE REQUIREMENTS** : Nelson Mandela District, Orsmond TB Hospital
: Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms C Bekker Tel No: 041-988 1111
- POST 46/350** : **REGISTERED COUNSELLOR REF NO: ECHEALTH/RC/ALH/ARP-NHI/02/11/2022**
(1 Year Contract)
Re-advertisement. Applicants who have applied before are encouraged to apply again.
- SALARY** : Grade 1: R605 469 – R671 979 per annum, (OSD)
Grade 2: R692 286 – R768 333 per annum, (OSD)
Grade 3: R784 113 – R870 231 per annum, (OSD)
- CENTRE REQUIREMENTS** : Chris Hani District, All Saints Hospital
: Honours Degree in psychology or 4 years Bachelor's degree in psychology or any other appropriate qualification that allows registration with Health Profession Council of South Africa (HPCSA) as Registered Counsellor. **Grade 1:** none after registration with HPCSA. **Grade 2:** A minimum of 8 years appropriate experience after registration with HPCSA as a Registered Counsellor. **Grade 3:** A minimum of 16 years' appropriate experience after registration with HPCSA as a Registered Counsellor. Computer literate. Valid driver's license.
- DUTIES** : They will be first line of community based support providing psycho – education, conducting psychological and preventative interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Performing psychological screening, basic assessment and psychological interventions with individuals and groups for the purpose of mental health preliminary screening in order to refer appropriately. Design, implement and monitor developmental programmes appropriate for all systems levels. Provide counselling in conjunction with interdisciplinary support teams. Report writing and providing feedback to clients on interventions. Providing training and promotion of primary psychosocial wellbeing. Referral to appropriate professionals or other appropriate resources. Will often report to the local public clinical psychologist employed within the District.
- ENQUIRIES** : Ms NP Gcaza Tel No: 047 548 4104
- POST 46/351** : **OPERATIONAL MANAGER PRIMARY HEALTH CARE (X2 POSTS)**
- SALARY** : R588 378 – R662 220 per annum, (OSD)
- CENTRE** : Mbashe Sub-District, Idutywa CHC Ref No: ECHEALTH/OMPHC/ICHC/APL/02/11/2022 (X1 Post)
Keti clinic Ref No: ECHEALTH/OMPHC/KC/APL/02/11/2022 (X1 Post)
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of

		at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
<u>ENQUIRIES</u>	:	Ms Mkhwetha Tel No: 047 489 2417/16
<u>POST 46/352</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (ORTHOPAEDICS) REF NO. ECHEALTH/OPMS/STPH/APL/02/11/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R588 378 – R662 220 per annum, (OSD)
	:	Alfred Nzo District, St Patrick’s Hospital
	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.
<u>DUTIES</u>	:	While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.
<u>ENQUIRIES</u>	:	Ms Gxaweni Tel No: 039 251 0236
<u>POST 46/353</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (PEADIATRICS) REF NO: ECHEALTH/OPMS/NTH/APL/02/11/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R588 378 – R662 220 per annum, (OSD)
	:	Buffalo City Metro, Nkqubela TB Hospital
	:	Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES : While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES : Ms Y Makala Tel No: 0437612131

POST 46/354 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 - 2 REF NO: ECHEALTH/NMH/APL/02/11/2022**

SALARY : Grade 1: R487 305 – R540 840 per annum, (OSD)

Grade 2: R557 184 – R618 396 per annum, (OSD)

CENTRE : Amathole District, Nompumelelo Hospital

REQUIREMENTS : National Diploma /B-RAD /B-Tech in Diagnostic Radiography. Experience: Minimum of three (3) years of experience after Registration with in a respect of South African qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees of who are not required to performed Community Service. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics & Gynaecology, general, cardiac and vascular ultrasound procedures and equipment. Basic knowledge of musculoskeletal ultrasound. Knowledge of Public Service, Acts & Regulations including the PFMA, HRM policies etc. Knowledge of quality assessment procedure and methods. Knowledge of Legislation pertaining to Radiography (Radiation Control & Safety). Knowledge of Employee Performance Management Development System (EPMDS). Knowledge of Quality Assurance procedures and methods. Good leadership, negotiation, problem solving, communication and interpersonal skills.

DUTIES : Provide high quality radiography service while observing safe radiation protection standards. Participate in a 24 hour roster system which includes nights, weekend and public holidays and standby duties. Utilize and maintain equipment professional to ensure patient safety while adhering to professional prescripts. Working knowledge and experience on EPMDS and be responsible for the EPMDS of allocated staff members. Provide assistance, supervision and training to junior staff. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality improvement programs, policy making, in-service training and National Core Standards. Participate in institutional radiographic policy analysis, formulation and planning for service delivery to ensure that the service complies with radiation control legislation. Deal with grievances and labour relations issues in terms of laid down policies. Give factual information to patients and clients on Diagnostic Radiography. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Ensure health and safety rule and regulations are adhered to.

ENQUIRIES : Ms Mlotana Tel No: 040 673 3321

POST 46/355 : **CHIEF DIAGNOSTIC RADIOGRAPHER (COMPUTED TOMOGRAPHY) GRADE 1 - 2 REF NO: ECHEALTH/CRG/LTH/APL/02/11/2022**

SALARY : Grade 1: R487 305 – R540 840 per annum, (OSD)

Grade 2: R557 184 – R618 396 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : National Diploma/B Tech in Diagnostic Radiography or equivalent qualification. Certificate in CT Radiography. Relevant experience in CT Radiography of 5-10 years. Supervisory Experience of minimum 3 yrs. Registration with HPCSA as Diagnostic Radiographer. Kindly submit registration certificate plus HPCSA card or receipt. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service). Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control

		measures. Good communication, interpersonal relations and problem solving skills. Thorough knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Extensive radiographic experience and knowledge of CT protocols. Equipment management including quality control of CT equipment. Keeping of logbooks and fault reporting.
<u>DUTIES</u>	:	Carry out CT-radiographic procedures in accordance with the department's policies and procedures. Maintain CT-radiographic practices of the highest quality. Provide advice and guidance to Community Service and student radiographers. Maintain and utilize all diagnostic equipment and facilities in a safe and effective manner. Monitor and critically evaluate own performance AS well as allocated CT staff. Adherence to Batho Pele principles. Responsible for the control, supervision, delegation and coordination of activities in CT department and the delivery of a professional service to patients. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director.
<u>ENQUIRIES</u>	:	Ms L Mabanga Tel No: 041 405 2348
<u>POST 46/356</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPM-G/NTB/APL/02/11/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R464 466 – R522 756 per annum, (OSD) Buffalo Metro District, Nkqubela TB Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Y Makala Tel No: 0437612131
<u>POST 46/357</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPM-G/FRH/APL/02/11/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R464 466 – R522 756 per annum, (OSD) Chris Hani District, Frontier Regional Hospital
	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Ms Marongo Tel No: 045 808 4272

<u>POST 46/358</u>	:	<u>OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OPM-G/WSH/APL/02/11/2022</u>
<u>SALARY</u>	:	R464 466 – R522 756 per annum, (OSD)
<u>CENTRE</u>	:	Chris Hani District, Wihlem Stahl Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.
<u>ENQUIRIES</u>	:	Mr B Mbalula Tel No: 049 842 1111
<u>POST 46/359</u>	:	<u>LECTURER PND1 (X4 POSTS)</u>
<u>SALARY</u>	:	R400 644 – R464 466 per annum, (OSD)
<u>CENTRE</u>	:	Lilitha Nursing College, St Lucy's Hospital Sub-Campus Ref No: ECHEALTH/LTC/LC-STSC/APL/02/11/2022 (X1 Post) Lusikisiki Campus Ref No: ECHEALTH/LTC/LC-LS/APL/02/11/2022 (X3 Posts)
<u>REQUIREMENTS</u>	:	Degree/Diploma in Nursing Science and Midwifery that allows registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education is a prerequisite. Registration with the SANC. A minimum of four (4) years appropriate/ recognizable experience after registration with SANC in General Nursing Ability to teach and function in a multi-disciplinary team.
<u>DUTIES</u>	:	Facilitation of theoretical as well as clinical teaching in classroom and clinical settings. Supervision, monitoring and guidance of nursing students. Participate in developing teaching modules, participate in Community Based Education in all aspects. Ensure that the environment is conducive to learning for student's nurse.
<u>ENQUIRIES</u>	:	Ms P Mene Tel No: 043 700 9717/26
<u>POST 46/360</u>	:	<u>CHIEF ARTISAN GRADE A: BUILDING, MAINTAINANCE PROJECTS AND ENGINEERING REF NO: ECHEALTH/CABMPE/FTHAPL/02/10/2022</u>
<u>SALARY</u>	:	R392 283 - R448 518 per annum, (OSD)
<u>CENTRE</u>	:	Buffalo City Metro, Frere Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate trade test in Building Environment with 10 years' experience post qualification experience required as an Artisan/Artisan Foreman. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical-thinking & problem solving. Skills: Knowledge of Project Management, Planning & Organising Skills, Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and coworkers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality

assurance in line with specifications. Manage administrative and related functions: -Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases; and Manage artisans and related personnel and assets. Financial Management Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success.
Ms N Mthitshana Tel No: 043 709 2487/2532

ENQUIRIES

POST 46/361

ENGINEERING TECHNICIAN PRODUCTION GRADE A REF NO: ECHEALTH/ETPGA/FTH/APL/02/11/2022

SALARY CENTRE REQUIREMENTS

R326 031 – R337 722 per annum, (OSD)
Buffalo City Metro, Frere Tertiary Hospital
National Senior Certificate, National Diploma in Clinical/Electrical Engineering or equivalent coupled (3) years' experience working in a hospital or on Medical equipment and practicing clinical engineering. Good communication skills (verbal and written). Ability to work under pressure. Skilled in the use of various hand tools and test equipment. A valid driver's license. Computer literacy.

DUTIES

Manage the Clinical Engineering workshop running and organization. Perform in-house repairs and maintenance of medical equipment. Attend medical equipment related meetings. Give advice on procurement of medical equipment, prepare and monitor maintenance program, monitor repair costs of equipment and advise on equipment life cycle costs. Monitor and manage performance of out-sourced contracts. Liaise with suppliers for services, repair-parts, and training, consumables and accessories. Maintain the medical equipment assets register, updated. Perform standby and respond to after-hours call-out duties. Prepare medical equipment maintenance and replacement plans. Provide input into budgeting planning process.

ENQUIRIES

POST 46/362

ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: ECHEALTH/AO-LS/HO/ARP/01/12/2022 (X2 POSTS)
(1 Year Contract)

SALARY CENTRE REQUIREMENTS

R269 214 – R317 127 per annum (Level 07)
Head Office, Bhisho
National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Public Administration/Public Administration or relevant qualification coupled with 1-2 years' experience in the administration environment. Practical knowledge Supply Chain Management and Financial Management processes. Practical Computer experience. Knowledge and understanding of Public Finance Management Act (PFMA), Understanding of the court processes and related time frames, ability to work under pressure with strict deadlines and work overtime. Ability to manage and analyse large data. This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. On Microsoft word, Ms Excel, Project and PowerPoint, all mandatory. Creative thinking and innovative, communication and interpersonal skills: Research skills. Excellent communication skills. A valid driver's license.

DUTIES

Receiving & distributing correspondence. Opening & assigning new matters for legal admins. Prepare and process legal payments. Prepare and analyse financial statements in respect of legal claims against the department. Compile monthly/quarterly reports on legal claims. Updating, managing and maintaining register of all legal claims against the department. Perform basic procurement process. Liaise with various stakeholders including private attorneys, State Attorneys & other service providers. Conduct records and document management. Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc. update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update patient and court files.

- ENQUIRIES** : Ms N Maseko Tel No: 040 608 1141. Refer all application related enquiries to the specified contact person.
For e-Recruitment Technical Support eMail to: RecruitmentHeadOffice@ehealth.gov.za
- APPLICATIONS** : applications are submitted via one of the options below: Via the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. NB: Applications for posts that are to be submitted via the e-recruitment system are specified and are the only posts published in the system. The e-Recruitment System Closes at 23:59 pm on the closing date. To report technical glitches, for any 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: RecruitmentHeadOffice@ehealth.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00 -16:30 Mon-Thursday and 08:00-16:00 on Fri). For more information, please contact Mr AV Gonyela Tel No: 040 608 1602/5/6/10. Should you submit your applications / CVs to: RecruitmentHeadOffice@ehealth.gov.za and not as specified – your application will be regarded as lost and will not be considered.
- 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. 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 submitted. 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.
- CLOSING DATE** : 19 December 2022. Applications received after the closing date will not be considered. No faxed, No e-mailed applications will be accepted.
- POST 46/363** : **ARTISAN PRODUCTION GRADE A REF NO:**
ECHEALTH/AP/FTH/APL/02/11/2022
- SALARY CENTRE REQUIREMENTS** : R199 317 - R221 214 per annum, (OSD)
: Buffalo City Metro, Frere Tertiary Hospital
: An applicant must be in possession of trade test certificate in electrical studies with 3-5 years' experience. Valid drivers' license is required.
- DUTIES** : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all

makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES : Ms N Mthitshana Tel No: 043 709 2487/2532

OFFICE OF THE PREMIER

APPLICATIONS : Applications are submitted via one of the options below:
Via the e-recruitment system which is available on <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. The e-Recruitment System Closes at 23:59 pm on the closing date. To report technical glitches, for any 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: recruitment@ecotp.gov.za (NB: For technical glitches only – No CVs). Your application will be regarded as lost and will not be considered should you not submit it as specified.

CLOSING DATE : 19 December 2022. Applications received after the closing date will not be considered. No faxed will be accepted, No hand delivered applications will be accepted

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. 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 submitted. 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.

MANAGEMENT ECHELON

<u>POST 46/364</u>	:	<u>DIRECTOR: INTEGRATED STRATEGY & PLANNING (ECONOMIC DEVELOPMENT CLUSTER) REF NO: OTP 01/12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 per annum (Level 13) Head Office: Bhisho Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Economics /Development Economics/ Development Studies. An additional qualification in Public Administration/ Public Management will be an added advantage. Minimum 5 years' experience at Deputy Director Level in the strategy and development planning environment in the public service. Knowledge Required: Good knowledge of public service legislations, Planning Frameworks, Monitoring and Evaluation, National Development Plan, Eastern Cape Provincial Development Plan, Government Clusters, Provincial Medium Term Strategic Framework Government planning cycle & Programme of action (POA). 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 license, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.
<u>DUTIES</u>	:	Manage the development of integrated provincial medium term strategic plans and guide the implementation thereof: Manage the development and review of the Provincial Medium Term Strategic Framework and the Programme of Action to strengthen integrated planning. Support the implementation of the POA through the Cluster system. Facilitate and coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Manage the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Manage the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof so as to drive the implementation of the 10 year Infrastructure Plan. Provide content support in the development of annual performance plans: Guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and conformance to planning frameworks. Support the provincial departments in the development of their APPs to ensure alignment with the POA. Manage the quality assurance and analysis of provincial plans and APP'S, in collaboration with Provincial Treasury, to ensure alignment with government priorities and sectoral plans. Facilitate the improvement of APPs with Provincial Departments and other decision making platforms. Manage the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Develop the policy content for the MEC's Service Delivery Agreement (SDA). Manage the collaboration amongst different spheres of government and non-government actors in the development of District Development Model One Plans and Integrated Development Plans to promote integration and alignment to PMTSF/: Facilitate and support the development of DDM One Plans and IDPs to ensure alignment with the PMTSF/POA. Manage the quality assurance and analysis of DDM One Plans and IDPs, in collaboration with COGTA to ensure alignment with government priorities. Support the improvement of IDP's with District Municipalities and Metros in decision making platforms. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to: Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment enquiries send eMail to: recruitment@ecotp.gov.za

OTHER POSTS

POST 46/365 : **PROJECT MANAGER: STRATEGIC HRM REF NO: OTP 02/12/2022**
(Fixed Term Contract of 12 Months)
Purpose: To manage the contracts with OTP respective donor partners, especially the National Skills Fund, PSETA and merSETA amongst others.

SALARY : R766 584 per annum (Level 11)
CENTRE : Head Office: Bhisho
REQUIREMENTS : Matric with an NQF Level 7 Degree/Advanced Diploma as recognised by SAQA in Human Resource Development, Public Management, Development Studies or Project Management. Minimum of three (3) - five (5) years working experience in the Project Management field and Skills Development terrain of which three years must be at an Assistant Director level. Knowledge Required: HRD Technical Knowledge and Skills re Learnerships/Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations. A valid driver's license. Computer literate and have knowledge of working on skills development systems.

DUTIES : Support the Strategic Skill Team with expertise in Skills Project implementation, especially the Manufacturing sector. Have experience in the implementation of Learnerships and Apprenticeships. Have experience in liaising with a variety of Private Employers for the implementation of the above skills interventions. Understand and have experience in quality assurance of the above interventions. Monitor the progress of learners on Apprenticeships/Learnerships and Skills Programmes. Managed the contracts of appointed service providers. Prepare funder reports on a quarterly basis on the progress of projects.

ENQUIRIES : can be directed to: Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment enquiries send eMail to: recruitment@ecotp.gov.za

POST 46/366 : **ASSISTANT DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP 03/12/2022**

SALARY : R393 711 per annum (Level 09)
CENTRE : (Bhisho)
REQUIREMENTS : A National Senior Certificate, an NQF 7 (Advanced Diploma/Degree) as recognised by SAQA in Industrial Engineering / Operations management / Management Services / Industrial Psychology. Job Evaluation Certificate. Minimum 3 years' experience in the field of OD, JE and Change Management environment. Knowledge of relevant legislation, policies and prescripts that governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act, South Africa Constitution, Job Evaluation Systems (EVALUATE). Skills required: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising & Project Management.

DUTIES : Coordinate the review and redesign of departmental organisational structure: Facilitate the processes in conducting a diagnosis analysis and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organizational structure. Compile OD report. Implement and maintain post establishment. Coordinate the implementation change management: Coordinate and facilitate the implementation of Change management policies and strategies. Coordinate the design of programmes to influence change in organisational behaviour. Coordinate and monitor the implementation of transformation programmes. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritise processes to be mapped. Conduct business process modelling.

Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organizational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Co-ordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of JE results and implementation of results. Capture je results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process.

ENQUIRIES

: can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059.
For e-Recruitment enquiries send eMail to: recruitment@ecotp.gov.za

PROVINCIAL TREASURY

APPLICATIONS

: Applications are submitted via one of the options below:
Via the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>, OR email their applications and quote the reference number of the post in the subject of the email to: Theliswa.Nkonyile@ectreasury.gov.za. The e-Recruitment System Closes at 23:59 pm on the closing date. 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: Theliswa.Nkonyile@ectreasury.gov.za (NB: For technical glitches only – No CVs). Your application will be regarded as lost and will not be considered should you not submit it as specified.

CLOSING DATE

: 19 December 2022. Applications received after the closing date will not be considered. No hand delivered / faxed applications will be accepted.

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. 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 submitted. 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.

MANAGEMENT ECHELON

<u>POST 46/367</u>	:	<p><u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT (CFO) REF NO: PT.01/12/2022</u></p> <p>Purpose: To manage and facilitate the provision of Management Accounting, Financial Administration and Supply Chain Management of the Department.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 308 051 per annum (Level 14), (all-inclusive)</p> <p>Head Office: Bhisho</p> <p>Three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Accounting coupled with minimum of 7 years' experience in Financial Management environment at least five (5) years' experience in a Senior Management position (Director Level). Honours in Finance or CTA will be an added advantage. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Financial Management. Financial Planning and Reporting. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Programme management.</p>
<u>DUTIES</u>	:	<p>Oversee the Management and Provision of Management Accounting Services in the Department: Ensure appropriate management, planning and compilation of the MTEF budget and adjustment estimates for the department. Oversee budget preparation process and budget monitoring for the department. Oversee the final draft budget preparation process and provide support to internal stakeholders prior to submission. Oversee compilation and timely submission of monthly, quarterly and annual financial performance reports, provide recommendations and advice to address significant variances. Ensure financial statements are submitted timeously in accordance with applicable standards and legislative requirements and manage the departments audit process. Oversee the Provisioning of Financial Administration and Accounting Services in the Department: Ensure the management of creditor's payments and reconciliation of accounts. Ensure the management of salary payments and rebates. Ensure the provision of departmental BAS control support. Ensure the revenue and debt management. Oversee the Provisioning of Departmental Supply Chain Management: Ensure the provision of acquisition management services. Ensure the management of demand management services. Ensure sound management of risk and supply chain management performance. Ensure management of contract management services. Ensure sound management of logistics and asset management. Ensure accuracy, completeness and validity of financial reporting on departmental assets and accurate departmental asset register. Oversee the Effective Internal Control, Pre-Audit and Sound Governance Systems: Develop and promote a system of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. Ensure implementation of approved and signed Delegations of Authority. Ensure effective management, establishment & implementation of governance systems and anticorruption measures. To provide effective financial internal control measures within the department and ensure compliance to the financial management legislative framework. Prepare monthly audit intervention plans. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure The Implementation and Management of Risk, Finance</p>

and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility.

ENQUIRIES : Theliswa Nkonyile at 083 8755 707
For e-Recruitment enquiries send eMail to:
Theliswa.Nkonyile@ectreasury.gov.za

POST 46/368 : **DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE REF NO: PT 02/12/2022**

Purpose: To monitor the implementation of the budgeting frameworks, compliance with financial assets and liabilities management, and coordinate and report on MFMA implementation.

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), (all-inclusive)
: OR Tambo (Mthatha)
: Three-year Degree (NQF level 7as recognised by SAQA) in Financial Management/ Local Government Finance with Accounting as a major or any other financial related field, coupled with 7 years' experience in Financial Management environment at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Computer skills.

DUTIES : Provide Guidance on Budget Planning, Monitor, Evaluate and Report on Budget Implementation: Train municipal staff on the implementation of the Municipal Budget and Reporting Regulations. Review assessments of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework and provide comment and feedback to municipalities. Compile a district consolidated tabled budget assessment report. Facilitate the incorporation of recommendations on assessed tabled budgets into the budgets prior to adoption. Act on findings of non-compliance by municipalities in terms of the tabled and adopted budgets. Undertake all required PT reporting to NT on tabled and adopted budgets by municipalities. Undertake municipal benchmarking exercise on all tabled and adopted budgets. Review the completeness and accuracy of financial information provided in section 71 reports and provide feedback to municipalities. Compile monthly and quarterly consolidated district reports on section 71 of MFMA (In-Year Monitoring), provide feedback to municipalities, and address corrective measures. Each quarter develop consolidated action plan on municipal financial problems requiring attention & support municipalities to resolve issues Compile analysis reports on mid-year budget and performance assessment (section 72) for each municipality, conduct mid-term engagements and address corrective measures. Co-ordinate the assessments and reporting on the Financial Management Capability Maturity

Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Coordinate district inputs on proposed and existing circulars, regulations and legislation on budgeting and fiscal management and give feedback to the Provincial Treasury. Monitor MFMA Governance and Compliance to Improve Municipal Financial Management Systems and Processes: Coordinate the compilation of MFMA implementation reports and submit to the Provincial Treasury. Facilitate the understanding of accounting standards to ensure the implementation of the Financial Reporting Framework (GRAP Standards) on the preparation of the financial statements. Monitor and provide guidance on Supply Chain Management and Asset Management and provide support on the implementation of the mSCOA and Local Government Framework for Infrastructure Delivery and Procurement Management (LGFIDPM) Reforms. Monitor, evaluate and report on Risk Management and Internal Audit compliance and corrective measures provided on a quarterly basis. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Consolidate assessment reports on governance and compliance structures to facilitate the implementation of recommendations. Co-ordinate regular reviews of Municipal Budget and Treasury Office Structures, monitor and report on vacancies in financial management activities. Coordinate institutional development and capacity building programs in municipalities in conjunction with COGTA EC based on identified gaps in financial management performance. Provide guidance to municipalities on designing and drafting of financial policies. Provide guidance on the monitoring of the implementation of approved financial recovery plans for municipalities where necessary. Monitor and provide guidance to municipalities on system of delegations as it relates to the MFMA. Monitor Compliance with Financial Assets and Liabilities and Revenue Management: Monitor, evaluate and report on financial asset management. Monitor, evaluate and report on liability management. Monitor, evaluate and report on revenue management. Coordinate implementation of recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Participate in IGR Fora (e.g. CFO Forum, DIMAFO. Ensure the Implementation and Management of Risk, Finance And Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
 For e-Recruitment enquiries send eMail to:
Theiswa.Nkonyile@ectreasury.gov.za

OTHER POSTS

POST 46/369

: **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: PT 03/12/2022**
 Purpose: To manage the development, and implementation reviewal, of Contract Administration Services in the Department.

SALARY

: R766 584 per annum (Level 11), (all-inclusive)

**CENTRE
REQUIREMENTS**

: Head Office: Bhisho
: Three year Degree (NQF level 7 as recognised by SAQA) BCom Law / LLB / Supply Chain Management with Minimum of 5 years' experience contract management experience of which 3 years must have been at an Assistant Director Level. Short Courses in Contract Management will be an added advantage. Skills and Competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, National Treasury Instructions & Practice Notes. Applied Strategic Thinking, Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Computer Literate. Strong presentation skills. Good Communication Skills (verbal and written).

DUTIES

: Develop Departmental Contract Management Policies and Guidelines: Review Contract Management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures. Draft recommendations of improvements and submit for approval. Manage Departmental Contracting: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendment cancelations and develop proposals for approval. Evaluate applications for deviations and make recommendations. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve contractual disputes. Maintain proper relationship with suppliers within the code of ethics monitor supplier performance according to the contract and service level agreement. Monthly update and maintain contract register, Prepare response on contract participation requests, ensure contracts payments are made timeously, Prepare and submit monthly and quarterly reports, Participate in Bid Committees. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For e-Recruitment enquiries send eMail to:
Theiswa.Nkonyile@ectreasury.gov.za

POST 46/370

: **DEPUTY DIRECTOR: FORENSIC AUDIT COORDINATION REF NO: PT
04/12/2022**
Purpose: Render support in the execution of Forensic Audits to Provincial Departments, Provincial Entities and Municipalities.

**SALARY
CENTRE
REQUIREMENTS**

: R766 584 per annum (Level 11), (all-inclusive)
: Head Office: Bhisho
: National Senior Certificate, A Three-Year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Accounting / Financial Management / Criminal law / Investigation or any other financial related field. Minimum 5 years' experience in investigation/audit environment of which 3 years should be at a level of Assistant Director. Registered with a Professional accounting/ law or investigation Association or Professional Body or Certified Fraud Examiner (CFE) or Forensic Practitioner (FP) SA will be an added advantage. Skills and Competencies: Theory and practice of conducting forensic investigations. Knowledge and application of the Public Finance Management Act and other applicable Public Sector Legislation. In depth knowledge of forensic investigation legislation for Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management,

		Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication, presentation and writing Skills. Willingness to travel and Driver's License.
<u>DUTIES</u>	:	Render Support to the Forensic Audit Strategy of Departments: Give input into the development, planning, implementing and driving of the Forensic Audit Strategy in response to the Provincial strategy. Provide Forensic Support and Capacity Building to Provincial Government Institutions: Coordinate, plan and conduct forensic investigations, report findings and system improvements to stakeholders and follow-up on progress of implementation of systemic recommendations. Participate and assist in establishing and maintaining collaborations with various government institutions and law enforcement agencies. Render Support in Ensuring Compliance to Regulatory Frameworks within the Province: Assist the Director to ensure compliance with the relevant regulatory frameworks (PFMA, MFMA, Constitution, POCA/PRECCA et al) by coordinating and being involved in awareness campaigns. Provide input into drafting the frameworks. Monitor Departments Forensic Capacity if Available: Monitor Forensic Auditing functions, ensuring effective identification of needs, requirements, measurements, reporting and communication in departments. Identify and implement ways to address those needs to uplift forensic capacity and skills. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 For e-Recruitment enquiries send eMail to: Theiswa.Nkonyile@ectreasury.gov.za
<u>POST 46/371</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: PT 05/12/2022</u> Purpose: To manage and facilitate the provisioning of Organisational Risk and Integrity Management Services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), (all-inclusive) Head Office: Bhisho Three-year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Management / Public Finance / Risk Management/ Internal Auditing coupled with Minimum of five (5) years' relevant work experience of which three (3) years' experience must be at an Assistant Director Level in risk environment. Skills and Competencies: Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Barn Owl Risk Management System. Risk Management Strategy. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Computer Literate. Good Communication Skills (verbal and written).
<u>DUTIES</u>	:	Manage and Facilitate the Development of Anti-Corruption, Risk and Integrity Management Policies, Strategies and Framework: Facilitate collection of inputs from stakeholders. Conduct research on best-practices on risk management framework. Facilitate awareness on the approved departmental strategy / framework. Develop and monitor the Implementation of Anti-Corruption, Risk Management Implementation Plan. Ensure Timeous Submission of Accurate Management Reports Identified in Risk Practices to the Accounting Officer/ Authority, Management and Risk Management Committee: Coordinate submission of risk reports. Ensure assessment of the adequacy of the risk management reviews from the reports. Provide secretariat services to the risk management committees. Conduct Continuous Organisational Risk Management Assessment, Identify Risks and Develop Strategies: Conduct annual risk assessment by means of Risk identification; Risk analysis and Risk rating manage the development of mitigating action plans. Manage the updating of risk register. Develop risk profile. Monitor the implementation of

action plans to reduce risk. Promote Ethics and Professionalism within the Organisation: Develop and implement fraud and corruption prevention policy. Facilitate Capacity Building Sessions on Anti-Corruption, Risk and Integrity Management Policies, Processes and Procedures: Conduct awareness workshops on risk management policies, processes and procedures. Manage Area of Responsibility: Maintain high standards by ensuring that the section produces excellent work in terms of quality/quantity and timeliness. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. Work plans and Personal Development Plans (PDP's) for all subordinates developed and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely Performance Assessments of all subordinates. Monitor expenditure and ensure it is with budget. Ensure that assets are managed, maintained and safeguarded.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
 For e-Recruitment enquiries send eMail to:
Theliswa.Nkonyile@ectreasury.gov.za

POST 46/372

: **EXECUTIVE SUPPORT: SUSTAINABLE FISCAL RESOURCE MANAGEMENT REF NO: PT 06/12/2022**

Purpose: To provide executive support in the office of the DDG Sustainable Fiscal Resource Management to ensure the effective management and smooth operation of the Branch.

SALARY CENTRE REQUIREMENTS

: R766 584 per annum (Level 11), (all-inclusive)
 : Head Office: Bhisho
 : A Three year Degree (NQF level 7 as recognises by SAQA) or National Diploma (NQF level 6 as recognises by SAQA) in Public Admin / Public Management / BCom / ICT / FIS plus 5 years' experience in administration or finance environment, of which a minimum of three (3) years must be in the immediate lower position i.e. (Assistant Director level management experience). Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service. Monitoring and evaluation. Budget submission.HR Management. Project appraisals. Corporate Communication. Project Management. Communication (verbal and written). Computer Literate (Strong in Excel, word, power point applications as well as E-filing) Change Management. Financial Management. Problem Solving. Decision Making. People Management.

DUTIES

: Provide Direction and Guidance on the Effective Management of the Office of the DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Play an oversight role in the implementation of governance systems and take corrective action where necessary. Develop and have in place internal control systems, policies and procedures where required and ensure that these are communicated to all and adhered to once these have been approved by the DDG. Prepare and distribute Annual Planner for the programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Sensitise and advise DDG and CD's of upcoming events and the preparations required for these. Recommend and set up of systems that will help support service delivery in the Unit so as to meet set programme objectives. Support the Programme by Providing Strategic and Technical Leadership in order to Ensure the Full Execution of Departmental Plans and Programmes: Facilitate preparations for the development of the Annual Performance Plan and ensure that the APP is implemented once developed. Coordinate the development and implementation of communication and stakeholder protocols and ensure implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the preparation and implementation of the Annual Operational Plan and participate in its development. Ensure that all submissions are on time and meet the standards in terms of the quality and any guidelines that may have been given by the DDG. Coordinate Chief Director Meetings and ensure optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate, are distributed within 5 working days and that follow up on resolutions taken happens timeously. Provide Support towards Ensuring Appropriate and Sound Finance, Human Resource Management: facilitate the timeous submission of

Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure that there is effective expenditure control, which is in line with the approved budget. Ensure effective controls in the management, safekeeping and maintenance of assets in the Programme. Ensure that full and proper records of the financial affairs of the Programme are maintained. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Ensure that the budget, preparation of recruitment and procurement plans is done within agreed protocols. Review IYM report to Financial Management and Quarterly report to OSM and ensure information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report and follow up on deviations.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For e-Recruitment enquiries send eMail to:
Theliswa.Nkonyile@ectreasury.gov.za

POST 46/373 : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: PT 07/12/2022**
Purpose: To facilitate provisioning of departmental budget processes and cash flow allocation adjustments.

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate and B. Degree (NQF level 7 as recognized by SAQA) in Management Accounting / Financial Management coupled with Minimum 3 years relevant experience in Finance at a level of an Officer (Level 7 or higher). Skills and Competencies: Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement Guidelines, National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial management accounting.

DUTIES : Maintain Departmental Budget Process: Analyse and consolidate inputs received from the respective programme's MTEF budget, adjustment estimates and rollover of funds. Identify departmental priorities and projects in terms of the annual performance plan and conduct analysis thereof. Capture MTEF budget on budget database and in BAS. Capture adjustment estimates. Prepare Report required for Monitoring of the Departmental Budget: analyse and consolidate departmental annual cash flow projections. Analyse and consolidate departmental IYM report including variance explanations. Manage budget and expenditure misallocations. Ensure that approved shifts and virements are captured accurately in BAS, IYM and expenditure reports. Prepare budget oversight and related reports. Prepare appropriation statements as input to the financial statements. Provide Budgetary Support Service to the Department: Provide departmental budgetary support, analysis, advice and guidance. Analyse and respond to budget related enquiries. Facilitate IYM meetings and training on budget related issues.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For e-Recruitment enquiries send eMail to:
Theliswa.Nkonyile@ectreasury.gov.za

POST 46/374 : **ADMIN OFFICER: FIXED TERM OF 12 MONTHS CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 08/12/2022**
Purpose: To support the management of the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Head Office: (Bhisho)
: National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Public Management / Financial Management or any

other related coupled with Minimum of 2 years' experience in administration. Competency Levels: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (EXCELL, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.

DUTIES : Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update patient and court files.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For e-Recruitment enquiries send eMail to:
Thelisiwa.Nkonyile@ectreasury.gov.za

NOTE : This post is earmarked for a person with disability.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : applications are submitted via one of the options below: Via the e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23:59 pm on the closing date. To report technical glitches, for any 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: e-recruitment-bhisho@ecdpw.gov.za (NB: For technical glitches only – No CVs). Technical support is limited to working hours: (08:00 -16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications / CVs to: e-recruitment-bhisho@ecdpw.gov.za and not as specified – your application will be regarded as lost and will not be considered.

For Posts in Head Office (Bhisho): Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, or Post to: The Acting Director: HR Practices and Administration, Department of Public Works & Infrastructure, Private Bag X0022, Bhisho, 5605.

For Post in Alfred Nzo (Mt Ayliff): Hand Delivery: Cnr Nkosi Senyukele Jojo and Ngqubusini Street Mt Ayliff 4735 or post to Private Bag X3556, Kokstad, 4700

For Post in Chris Hani District (Queenstown): Hand Delivery: No 1 Creamery Road, Kings Park Queenstown 5320 or post to Private Bag X7114, Queenstown, 5320

For Post in Joe Gqabi District (Aliwal North): Hand Delivery: 3102 N6 Road Themba Kojana Office Park Aliwal North 9750 or post to Private bag X5002, Sterkspruit, 9762

For Posts in OR Tambo District (Mthatha): Hand Delivery: KD Matanzima Building, Owen Street, Mthatha 5099 or post to Private Bag X5009 Mthatha, 5099

For Post in Sarah Baartman District (Gqeberha): Hand Delivery: Cnr Albany and Westbourne Road Central Gqeberha 6000 or post to Private Bag X0004, Gqeberha, 6000

FOR ATTENTION : Mr M.D. Kwaza
CLOSING DATE : 19 December 2022. Applications received after the closing date will not be considered. No Faxed, No e-mailed applications will be accepted. Applicants are encouraged to apply via the e-recruitment system.

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. 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 submitted. 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.

MANAGEMENT ECHELON

<u>POST 46/375</u>	:	<u>DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION</u> <u>REF NO: DPWI 01/12/2022</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), an all-inclusive remuneration package
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in Human Resource Management/Public Management/Public Administration with five (5) years' experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. 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. Policies and Procedures. Government Programmes. 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Manage Administration of Recruitment, Selection, Appointment of employees. Manage Administration of Conditions of Services and remuneration of employees. Manage implementation of HR Policies. Manage provision of Human Resource Planning and Systems. Manage allocated resources.
<u>ENQUIRIES</u>	:	can be directed to Ms S. Mdoda at 040 602 4140. For e-recruitment Technical enquiries Email to: e-recruitment-bhisho@ecdpw.gov.za

POST 46/376 : **DIRECTOR: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING**
REF NO: DPWI 02/12/2022

Re-Advert: applicants that previously applied may re-apply

SALARY
CENTRE
REQUIREMENTS

R1 105 383 per annum (Level 13), an all-inclusive remuneration package
Head Office (Bhisho)
National Senior Certificate, Bachelor's Degree NQF Level 7 in Urban/Town and Regional Planning with 5 years' relevant experience at Middle Management Level. Professional Registration with SACPLAN is compulsory. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Knowledge of state land administration. Knowledge of South African property law. Knowledge of the definition of the state land and historic and current tenure registration systems. Knowledge of survey records. Knowledge of deeds registry records. Knowledge property legislation, guidelines and prescripts National Treasury guidelines and prescripts related to the recording and accounting of immovable assets. Information Management. Government Programmes. Public Services Act and Regulations. Good Communication skills. Strategic thinking, Forward planning, Report writing and presentations. Computer Skills (Advance Excel, data bases, GIS and Power Point). Research skills (property related). Data analysis and interpretation (property related data). Interpretation of survey records, Interpretation of deeds records, Interpretation of spatial data (including topographical maps). Interpretation of historic records (e.g. proclamations, maps), interpretation of financial records (e.g. WIP, valuations). Accuracy and high sense for detail (extremely important). Planning (Town and Regional Planning, Spatial planning, Urban design, Revitalization of town etc.). Analytical thinking and problem solving. Motivational Conflict Management. Budget and financial management. HR management. Competencies: Strategic capability and leadership, Financial Management. People Management and Empowerment. Programme and Project Management, Knowledge Management, Service Delivery Innovative, Problem Solving Analysis, Client orientation and customer focus, Communication.

DUTIES

Manage the design, maintenance of the immovable Asset Strategy, Policy & Register (IAR). Facilitate the confirmation of vesting of provincial deemed properties in terms of Item 28(1) to Schedule 6 of the Constitution. Manage co-ordination of Land and Property Information Portfolio and Planning. Facilitate and co-ordinate property research. Facilitate the survey and registration of provincial state land. Manage allocated resources.

ENQUIRIES

can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/377 : **DIRECTOR: EMPLOYMENT RELATIONS & EMPLOYEE WELLNESS**
PROGRAMME REF NO: DPWI 03/12/2022

SALARY
CENTRE
REQUIREMENTS

R1 105 383 per annum (Level 13), an all-inclusive remuneration package
Head Office (Bhisho)
National Senior Certificate, Bachelor's Degree NQF level 7 in Human Resource Management/Labour Relations/Public Management/Public Administration/Employee wellness related disciplines with 5 - years' experience at Middle Management level (MMS). Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

<u>DUTIES</u>	:	Direct and guide effective implementation of sound labour relations, policies, codes and practices. Manage provision of dispute conciliation support services. Manage provision of technical support on labour relations matters. Manage coordination of departmental Bargaining chamber activities and Departmental Fora. Facilitate, coordinate and manage the development of strategies, mechanisms and interventions for the effective implementation of integrated employee health and wellness programmes.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 46/378</u>	:	<u>DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPWI 04/12/2022</u> Directorate: Provincial Coordination
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 per annum (Level 13), an all-inclusive remuneration package (Bhisho) National Senior Certificate, Bachelor's Degree NQF level 7 in Social Sciences/Public Management/Public Administration/Developmental Studies with 5 - years' experience at Middle Management level (MMS). Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programmes and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Manage engagement with public bodies in the Province across all Sectors. Manage coordination and consolidation of EPWP Business Plans. Manage stakeholder relations. Manage promotion of visibility of the EPWP. Manage and lead provision of support to sector departments and municipalities. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 46/379</u>	:	<u>DIRECTOR: PROPERTY INVESTMENT & DEVELOPMENT REF NO: DPWI 05/12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 per annum (Level 13), an all-inclusive remuneration package Head Office (Bhisho) National Senior Certificate, Bachelor's Degree NQF level 7 in Property Management/Real Estate/Property Economics with 5- years' experience at Middle Management level (MMS). Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge and Skills: Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Strategic Capability and

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

DUTIES : Manage efficient and optimal utilization of state immovable assets for attainment of provincial socio-economic objectives. Research and develop mechanisms for revenue enhancement through the state portfolio. Management and coordination of policy and guideline framework for effective implementation of sub-programme. Effective management of investment planning services. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

OTHER POSTS

POST 46/380 : **HEAD OF BUILDINGS: CAPITAL WORKS REF NO: DPWI 06/12/2022**

SALARY CENTRE REQUIREMENTS : R939 408 - R1 074 114 per annum, (OSD), an all-inclusive remuneration range
: Nelson Mandela Bay Metro (Gqeberha)

: National Senior Certificate, Bachelor's Degree NQF level 7 in Engineering/BSC/Quantity Surveying/Architecture/Built Environment with 6 years' post qualification experience required. Professional registration with ECSA/SACQSP/SACAP/SACPCMP as a Chief Engineer/Chief Construction Project Manager/Chief Quantity Surveyor/Chief Architect is compulsory. A valid driver's license. Knowledge and Skills: Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures, and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Manage and monitor implementation of projects for Health. Manage and Monitor implementation of projects for Education. Manage and monitor implementation of projects for Provincial Departments. Manage coordination of Sub IA's. Ensure compliance on Construction standards and quality management. Monitor and set quality standards on training of young professionals in the built environment. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/381 : **CHIEF TOWN AND REGIONAL PLANNER REF NO: DPWI 07/12/2022**

Directorate: Property Investment & Development

SALARY CENTRE REQUIREMENTS : R939 408 per annum, (OSD), an all-inclusive remuneration package
: (Bhisho)

: National Senior Certificate, Bachelor's Degree NQF level 7 in Urban/Town and Regional Planning with 6 years' post qualification experience required. Professional Registration with SACPLAN is compulsory. A valid driver's licence. Knowledge and Skills: Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

<u>DUTIES</u>	:	Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
	:	Town and Regional Planning future forecasting. Lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning. Monitor the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Financial Management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 46/382</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DPWI 08/12/2022</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), an all-inclusive remuneration package
<u>CENTRE</u>	:	Alfred Nzo District Office (Mt Ayliff)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 in Human Resource Management/Public Management/Public Administration with 3 - years' experience at Assistant Director Level. A valid driver's licence. Knowledge and Skills: All acts regulating HRM; Public Service Act; Public Service Regulations; Corporate Governance of ICT Policy Framework; Archives and Records Management Act etc. Problem solving skills. Strategic capability and leadership. Management skills, Communication skills. Computer skills, Organizational Skills. Financial Management. Programme and Project Management. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Manage human resources and administration services. Manage human resource development. Manage employee health and wellness. Manage employment relations. Manage network and IT infrastructure. Manage office services. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 46/383</u>	:	<u>DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION: ADMINISTRATION SERVICES REF NO: DPWI 09/12/2022</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), an all-inclusive remuneration package
<u>CENTRE</u>	:	Office of the MEC (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration with 3 years' relevant experience at Assistant Director Level. A valid driver's licence. Knowledge and Skills: Monitoring and evaluation. Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Presidency policies and procedures. Information management. Performance management. Research. Report writing. Negotiation. Interpersonal relations. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. Driving. Good verbal and written communication skills. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Ensure that administrative support is rendered to the Executive Authority in respect of the public entities. Ensure that the required administrative functions relating to public entities are performed. Assist the Executive Authority with matters emanating from the portfolio of public entities and official matters emanating from these entities. E.g. participation in national and international

		forums and structures. Coordinate the portfolio of public entities. Provide analysis of the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 46/384</u>	:	<u>DEPUTY DIRECTOR: PROPERTY ECONOMIST REF NO: DPWI 10/12/2022</u> Directorate: Property Investment & Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), an all-inclusive remuneration package (Bhisho)
	:	National Senior Certificate, National Diploma NQF Level 6 in Property Management/Real Estate/Property Economics with 3 - years' experience at Assistant Director Level. A valid driver's licence. Knowledge and Skills: Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Manage efficient and optimal utilization of state immovable assets for attainment of provincial socio-economic objectives. Research and develop mechanisms for revenue enhancement through the state portfolio. Management and coordination of policy and guideline framework for effective implementation of sub-programme. Effective management of investment planning services. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 46/385</u>	:	<u>DEPUTY DIRECTOR: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 11/12/2022</u> Directorate: Customer Business Management Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), an all-inclusive remuneration package (Bhisho)
	:	National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 3 years' relevant experience at Assistant Director Level in the customer care environment. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Manage provision of customer relations and frontline improvement services (service standards and charter, complaints mechanisms, reception management). Manage provision and coordination of 24-hour customer contact centre. Manage provision of full redress on complaints lodged by Public

Works and Infrastructure clients. Manage administration of customer relationship management. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/386 : **DEPUTY DIRECTOR: ACQUISITION AND DISPOSAL REF NO: DPWI 12/12/2022**

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), an all-inclusive remuneration package
: Head Office (Bhisho)
: National Senior Certificate, National Diploma NQF level 6 in Law with 3 years' property law experience at Assistant Director Level. A valid driver's licence. Professional Registration as a conveyancer is compulsory. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Manage Policy and Systems. Manage User Asset Management Plans. Manage Acquisition of land and buildings. Manage disposal of land and buildings. Manage donations, land exchanges and transfers. Manage Immovable Asset Register. Manage allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/387 : **DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT (X3 POSTS)**

SALARY CENTRE : R766 584 per annum (Level 11), an all-inclusive remuneration package
: Ref No: DPWI 13/12/2022, Sub-Directorate: Property Management, Chris Hani District Office (Queenstown)
: Ref No: DPWI 14/12/2022, Sub-Directorate: Property Management, Joe Gqabi District Office (Aliwal North)
: Ref No: 15/12/2022, Sub-Directorate: Property Management, OR Tambo District Office (Mthatha)

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Property Management/Property Development/Real Estate with 3 years' experience at Assistant Director Level. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA, SCM Prescripts. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Batho Pele Principle. Stakeholder and customer relationship management principles. 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Manage provision of District Property Management. Manage state property holding. Manage Lease Portfolio Management Services. Manage enforcement of Lease conditions. Coordinate and Manage Municipal services. Manage the partnerships for specific property development initiatives. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602

4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/388 : **DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPWI 16/12/2022**

SALARY : R766 584 per annum (Level 11), an all-inclusive remuneration package
CENTRE : OR Tambo District Office (Mthatha)
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Social Sciences/Public Management/Public Administration/Developmental Studies/Built environment with 3 years' experience at Assistant Director Level. A valid driver's licence. Knowledge and Skills: Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Coordinate and support all sector departments, stakeholders in the District on EPWP. Monitor, evaluate and assess impact on EPWP. Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries. Promote community development programmes. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/389 : **TOWN AND REGIONAL PLANNER REF NO: DPWI 17/12/2022**

SALARY : R646 854 per annum, (OSD), an all-inclusive remuneration package
CENTRE : Directorate: Property Investment & Development (Bhisho)
REQUIREMENTS : National Senior Certificate, Bachelor's Degree NQF level 7 in Urban/Town and Regional Planning with 3 years' post qualification experience required. Professional Registration with SACPLAN is compulsory. A valid driver's licence. Knowledge and Skills: Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Project and Programme management. T&R principles and methodologies. Research and development. Computer-aided applications. T&R knowledge of legal compliance. Creating high performance culture. Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer focus and responsiveness.

DUTIES : Ensure the application of town and regional principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Human Capital Development. Mentor, train and develop candidate town and regional planners. Supervise town and regional planning work processes. Office Administration and Budget Planning. Monitor and control budget. Report on expenditure and service delivery. Research and Development. Liaise with relevant bodies/councils on town and regional planning related matters. Research literature studies on town and regional planning technology to improve expertise.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/390 : **ASSISTANT DIRECTOR: CLEANING SERVICES REF NO: DPWI 18/12/2022**
Directorate: Facilities Management

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: (Bhisho)
: National Senior Certificate, National Diploma NQF level 6 in Facilities Management/Public Management/Public Administration with 3 years' experience at supervisory level or salary level 7/8. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. 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 Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Facilitate provision of cleaning services. Facilitate provision of gardening services and beautification services. Facilitate provision of condition assessments. Facilitate the maintenance of state owned properties. Supervise the allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/391 : **ASSISTANT DIRECTOR: DATABASE/SYSTEMS ADMIN REF NO: DPWI 19/12/2022**
Sub-Directorate: Information Management Service

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: (Bhisho)
: National Senior Certificate, National Diploma NQF level 6 in Computer Science/Information Systems with 3 years' relevant supervisory experience or salary level 7/8 in systems development, application development, software development and/or programming field. A post graduate qualification NQF Level 7 in Software Development will be an added advantage. A valid driver's licence. Knowledge and Skills: Expert knowledge of maintaining and debugging live software systems. Expert knowledge of writing program documentation. Expert knowledge of standards for Application software development. Project Management. Work with data structures. Work with computer logic and flow-charting. Work with computer program design methods and techniques. Work with Relational Databases. Knowledge with a major data- modelling tool, multi-tiered environments and UML. Knowledge of managing multiple RDBMS on large systems. Knowledge of working in a team that delivers a high availability service. Practical Knowledge in monitoring and tuning a database to provide a high availability service. Knowledge of other database systems, preferably Oracle Practical experience in managing the internal and external MS SQL database security. High and positive energy. Clear goal orientation and strong work ethic. Strong communication skills. Strong organizational and interpersonal skills. Problem solving skills. Microsoft Azure. Microsoft SharePoint Online. PowerApps and the entire Microsoft Power Platform. Project Management principles. SDLC Methodologies. Excellent Logical and Analytical Skills. Quality Assurance, and Mobile Application Development. Ability to work without constant supervision and be

innovative. Competencies: Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations. Commitment and Loyalty. Responsibility. Honesty and integrity. Professionalism. Self – driven. Team work.

DUTIES : Development of new systems/applications (including websites and intranet) in line with provincial branding and departmental needs. Development of mobile applications. Enhancement of existing systems and applications. Deliver quality solutions. Design and maintain databases. Testing and hosting of developed systems/applications. Assist in rendering training and awareness sessions. Integrate developed systems to produce one reporting dashboard.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 46/392 : **ASSISTANT DIRECTOR: DEVELOPER REF NO: DPWI 20/12/2022**
Sub-Directorate: Information Management Service

SALARY : R393 711 per annum (Level 09)
CENTRE : (Bhisho)
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Information Technology with 3 years' relevant supervisory experience or salary level 7/8 as developer and analyst programmer in Microsoft environment. Knowledge of magic software will be an added advantage. One or more of the following programming languages, databases and programing techniques is required (C/C ++, VB.Net, Java, XML, ODBC, Oracle, SQL, PHP, Jasper, Toad, Tomcat and Glassfish). Computer literate. A valid driver's licence. Knowledge and Skills: Knowledge of NET enterprise applications, preferably using VB.net and ASA.net. Knowledge of system analysis and design, including object orientated. Knowledge of application development. SQL server and relational database experience. Develop and maintain application software and applicable documentation. Good presentation skills. Analytical and design skills. Ability to work under pressure. Good report writing and good communication skills. Problem solving skills. Project management skills. Ability to work without constant supervision and be innovative. Competencies: Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations Commitment and Loyalty. Responsibility. Honesty and integrity. Professionalism. Self – driven. Team work.

DUTIES : Development of new systems/applications (including websites and intranet) in line with provincial branding and departmental needs. Development of mobile applications. Enhancement of existing systems and applications. Design and maintain databases. Keep up to date with new development languages such as NET, JAVA, PYTHON and acquire new skill as and when required. Communicate with relevant parties; and quality assurance includes actively adhering to ISO and other quality standards and procedures, as well as assist with the formulation of procedures and standards for the department. Quality assurance and end user assistance. Testing and hosting of developed systems/applications. Integrate developed systems to produce one reporting dashboard. Analyse and implement new systems as per specifications. Analyse and coordinate data. Assist with database administration. Liaise with project managers, business and systems analysts on system specifications. Design and code programmes in line with department standards and good design principles. Programme coding. Documenting all programmes to the required standards. Liaise with other members of developing team on programme and coding techniques. Support problem solving. also: Ensure that standards, procedures and methods for the development and maintenance of the applicable applications are adhered to perform impact and other detailed feasibility studies as required; perform requirement analysis; design application systems and interfaces; design, code, test and implement systems; debug and correct faulty programs and program modules; enhance existing systems; ensure that change control procedures are adhered to; create and update program and other technical specifications as required; assist with creating and updating user documentation; keep informed of current trends in systems development techniques; ensure that users are fully informed and proposed designs are approved; and Perform stand-by and maintenance duties as required. Provide technical support and ensuring technical stability of application systems; Execute technical investigations, impact analysis and compilation of technical solutions and action plans; Provide assistance with

regard to the identification of procedures, processes and the information flow required for the maintenance of systems in line with both departmental and Client strategies, and information requirements; Provide applicable training; Assist with the integration and implementation of systems. Management of resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 46/393 : **ASSISTANT DIRECTOR: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 21/12/2022**
Directorate: Customer Business Management Unit

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: (Bhisho)
: National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 3 years' relevant supervisory experience or salary level 7/8 in the customer care environment. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Provide customer relations and frontline improvement services (service standards and charter, complaints mechanisms, reception management). Provide and coordinate 24-hour customer contact centre. Provide full redress on complaints lodged by Public works and Infrastructure clients. Administer customer relationship management. Supervise the allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 46/394 : **ASSISTANT DIRECTOR: ACQUISITION AND DISPOSAL REF NO: DPWI 22/12/2022**

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09)
: Head Office (Bhisho)
: National Senior Certificate, National Diploma NQF level 6 in Law with 3 years' relevant supervisory experience or salary level 7/8. A valid driver's licence. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Communication. Report writing. Analytical. Negotiation. Facilitation. Presentation. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Assist in managing Policy and Systems. Assist in managing User Asset Management Plans. Assist in managing acquisition of land and buildings. Assist in managing disposal of land and buildings. Assist in managing Immovable Asset Register. Supervise allocated resources.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 46/395 : **QUALITY ASSESSOR: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 23/12/2022 (X1 POST)**
Directorate: Customer Business Management Unit

SALARY : R269 214 per annum (Level 07)
CENTRE : (Bhisho)
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 1-2 years' relevant experience in the customer care environment/call centre environment. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Assumes responsibility for ensuring that the quality of service provided is of a high standard. Assumes responsibility for establishing and maintaining professional working relationships with clients both internal and external. Assumes responsibility for the Call Centre Staff Supervision. Assumes responsibility for related duties as required or assigned.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 46/396 : **CALL CENTRE SUPERVISOR: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 24/12/2022**
Directorate: Customer Business Management Unit

SALARY : R269 214 per annum (Level 07)
CENTRE : (Bhisho)
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 1-2 years' relevant experience in the customer care environment/call centre environment. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. 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. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES : Assumes responsibility for providing effective inbound and outbound services. Assumes responsibility for the Call Centre Staff Supervision. Assumes responsibility for accurate reporting on Call Centre deliverables. Assumes responsibility for establishing and maintaining professional working relationships with internal and external clients. Assumes responsibility for related duties as required or assigned.

ENQUIRIES : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

- POST 46/397** : **PORTFOLIO OFFICER: REVENUE GENERATION REF NO: DPWI 25/12/2022 (X3 POSTS)**
Directorate: Property Investment & Development
- SALARY** : R269 214 per annum (Level 07)
CENTRE : (Bhisho)
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management with 1-2 years' relevant experience in the property management field. A valid driver's licence. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programs and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management.
- DUTIES** : Provide administrative support service. Assist with revenue generation. Assist with property valuation of provincial user assets.
- ENQUIRIES** : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 46/398** : **PORTFOLIO OFFICER: IMMOVABLE ASSET MANAGEMENT REF NO: DPWI 26/12/2022 (X3 POSTS)**
Directorate: Property Management
- SALARY** : R269 214 per annum (Level 07)
CENTRE : (Bhisho)
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Real Estate with 1-2 years' relevant experience in the property management field. A valid driver's licence. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programs and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management.
- DUTIES** : Provide administrative support service. Assist with Leases. Assist with vacant land and buildings (residential and commercial).
- ENQUIRIES** : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 46/399** : **REGISTRY CLERK: ADMINISTRATION SERVICES REF NO: DPWI 27/12/2022**
Re-Advert: applicants that previously applied may re-apply
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Office of the MEC, Head Office (Bhisho)
REQUIREMENTS : National Senior Certificate with no experience. Experience in records management will be an added advantage. Knowledge and Skills: Knowledge of registry duties, practices as well as ability to capture data and operate computer. Working knowledge and understanding of the Legislative framework in the Public Service. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the work in registry.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.
- ENQUIRIES** : Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

<u>POST 46/400</u>	:	<u>CALL CENTRE AGENT: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 28/12/2022 (X8 POSTS)</u> Directorate: Customer Business Management Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05) (Bhisho) National Senior Certificate with no experience. Experience in a call centre/customer care services environment will be an added advantage. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Policies and Procedures. Government Program. 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. Motivational. Conflict Resolution / Problem Solving. Competencies: Excellent Communication Skills. Be able to handle pressure. Efficiency, accuracy and speed are highly sought-after qualities. Problem-solving abilities. With the ability to multitask. Being a team player is important. Empathy. Resilience. Knowledge retention and recall. Positive and have a desire to satisfy.
<u>DUTIES</u>	:	Assumes responsibility for providing effective inbound and outbound services. Logging of calls on the DPW&I system. Assumes responsibility for establishing and maintaining professional working relationships with customers, vendors, and outside contacts. Assumes responsibility for establishing and maintaining effective working relationships with area staff, other departments, and management. Assumes responsibility for all aspects regarding incoming calls. Assumes responsibility for related duties as required or assigned.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 46/401</u>	:	<u>CLEANER SUPERVISOR REF NO: DPWI 29/11/2022</u> Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R151 884 per annum (Level 04) (Bhisho) ABET Level 4 or NQF Level 1 with no experience. Experience in cleaning services will be an added advantage. Knowledge and Skills: Knowledge of general work and cleaning services. Communication skills. Be able to read and write. Competencies: Flexibility. Co-operative. Team player.
<u>DUTIES</u>	:	Supervise cleaning services. Supervise and monitor cleaning of ablution facilities. Manage and ensure maintenance of cleaning services. Monitor provision of general work and compliance services. Supervise all resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 46/402</u>	:	<u>CLEANERS REF NO: DPWI 30/11/2022 (X10 POSTS)</u> Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R107 196 per annum (Level 02) (Bhisho) ABET Level 4 or NQF Level 1 with no experience. Experience in cleaning services will be an added advantage. Knowledge and Skills: Knowledge of general work and cleaning services. Communication skills. Be able to read and write. Competencies: Flexibility. Co-operative. Team player.
<u>DUTIES</u>	:	Provide office cleaning services. Provide toilet cleaning services. Provide routine general work and compliance services. Provide routine maintenance services.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Mdoda at 040 602 4140 / Mr M.D. Kwaza at 040 602 4274. For e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: **Provincial Office:** Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or Post to the Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.

For districts are to be sent to the following: **Alfred Nzo:** The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Shweni. Enquiries may be directed to Mr S Shweni at 039 – 2540900

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Adv. T Ntanjana at 0437116626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula 043 705-5675.

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at (045) 8083709

Joe Gqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Ms P Tsuputse at 051 633-1609.

Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750.

Sarah Baartman: The District Director, Department of Social Development, Private Bag X1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo at 046 636-1484.

OR Tambo: Department of Social Development Private Bag X6000 Mthatha 5099 or hand delivered to office number 10-126 10th floor Botha Sigcawu Building, Corner Leeds and Owen Street, Mthatha, 5099 for attention of Mrs Z Dlanjwa (047 531 2504).

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. 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: zukisa.moyeni@ecdsd.gov.za (NB: FOR Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: zukisa.moyeni@ecdsd.gov.za and not as specified – your application will be regarded as lost and will not be considered.

CLOSING DATE NOTE

: 19 December 2022

: 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. 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 submitted. 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.

Enquiries can be directed to Ms Z. Moyeni at 043 605-5101 or Ms A Njaba 043 605-5110.

E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

MANAGEMENT ECHELON

POST 46/403

: **DIRECTOR: INTERNAL AUDIT REF NO: 01/12/2022**

SALARY

: R1 105 383 - R1 302 102 per annum (Level 13)

CENTRE

: Provincial Office (KWT)

REQUIREMENTS

: An appropriate bachelor's degree OR equivalent qualification in Internal Auditing (NQF 7) with a minimum of (10) Ten years practical experience of which five (5) must be at Deputy Director Level in an internal audit field. Post graduate qualification will be an added advantage. Possession of either one or more professional certificate: Certified Internal Audit (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also an added advantage. Computer Literacy. A valid code 8 driver's license. Competencies: Core SMS management competencies including: Programme and project management, Strategic capability and leadership, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Problem Solving and analysis, People Management and Empowerment, Client Orientation and Customer Care, Communication, Honesty and Integrity. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts. Knowledge of International Standards for the Professional Practice on the Internal Auditing, Enterprise Risk Management Framework.

DUTIES

: Manage the Provision of Internal Audit Services in the Department; Conduct analysis of departmental goals, risks and objectives and formulate internal audit plans and policies that are effectively executed. Provide strategic leadership on assurance and consulting services delivered to clients to improve governance, risk management and internal controls in compliance with International Standards for Professional Practice on Internal Auditing (IPPPA). Develop a 3-year rolling audit plan, Ensure availability of appropriate resources for completion of the audit plan, Institute Audits as requested or as deemed appropriate, Ensure the development / refinement and approval of audit programmes, Monitor progress and completion of the audit plan, Ensure provision of reports to relevant Management, Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Develop and maintain a Quality Assurance and Improvement Programme for the Internal Audit unit. Manage the Provision of Administrative and Technical Support to Audit Committee; Execute CAE responsibilities and report to the Audit Committee functionally as per the IIA Standards; Ensure annual approval of the Internal Audit Plans & Charters by the Audit Committee; Plan and execute the annual Audit Committee meetings' plan/ schedule in consultation with the Audit Committee and Management. Assist Audit Committee to develop Audit

Committee reports; Supervise and coordinate the effective and efficient running and management of the Unit; Develop and implement service delivery improvement programmes. Ensure the implementation and management of Risk, HR, Finance and Supply-chain Management protocols and prescripts in the area of responsibility.

ENQUIRIES : Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 46/404 : **DIRECTOR: EMPLOYEE RELATIONS AND WELLNESS REF NO: 02/12/2022**

SALARY : R1 105 383 - R1 302 102 per annum (Level 13)
CENTRE : Provincial Office
REQUIREMENTS : A Bachelor's Degree in Labour Law /equivalent qualification (NQF 7). An understanding of SA Government policies, procedures and processes. Ten (10) years relevant experience, five (5) years of which must be in Deputy Director Level in Human Resource Management with demonstrated competence in Employee Relations, Health and wellness. A valid code 8 driver's license. Competencies: An in-depth understanding of policies governing Social Development in SA. Knowledge of current national and international trends that will influence innovation. An ability to work in a cultural diverse environment and lead culture change interventions and change Management Projects/Programmes. A contextual understanding and application of trans-formational imperatives with the public service environment. A good understanding of Human Resource Management, Employee Health and Wellness, Employee Relations, People Management, Strategy Formulation, Leadership, Public Prescripts. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Employee Equity Skills Development and labour Relations Act and related Legislations. Ability to manage performance, solve job related problems, build relationships and provide skills. Co-ordinate the implementation of Employee Wellness Programmes, Employee relations. Ability to lead people in strategic change management. Ability to form and build alliances with stakeholders such as trade unions.

DUTIES : To provide specialist advice and support to the executive and Line management in implementation of Labour Legislations. Ensuring maintenance of good communication and alignment between Labour and management of the Department, including Bargaining at the Developmental level. Manage implementation of PSCBC and Sectoral Council resolutions. Manage the quality of work life within the Department. Monitor, evaluate and facilitate the implementation of organisational and Employee Wellness Strategies and Policies. Manage the Integrated Wellness Programmes, including HIV and AIDS, occupational Health and safety and EAP. Manage sick leave trends. Provide policy advice on organisational and employee Wellness. To develop operational plans/Policy Development. Ensure the achievement of the strategic plan.

ENQUIRIES : Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

OTHER POSTS

POST 46/405 : **SOCIAL WORK POLICY MANAGER (CRIME PREVENTION) GRADE 1 REF NO: 03/12/2022**

SALARY : R831 015 per annum
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate experience in social work (as a Probation Officer) after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in a management or supervisory position in probation services. Certificate of specialization in Probation Services will be an added advantage. Registration with the South African Council for Social Service Professions (latest copy of registration/current year). A valid South African drivers' license is a prerequisite. Competencies; Expert knowledge of the Child Justice Act 75 of 2008. Probation Services Act 116 of 1991, Blueprint Minimum Norms and Standards for Secure Care Centres, Policy Framework for Accreditation of Diversion Services, Minimum Norms and Standards for

- diversion services. Financial management skills. Stakeholder relations skills. Networking skills. Project management skills. Planning and organizing. Policy analysis and development. Presentation/Facilitation skills. Ability to compile complex reports, Good communication and writing skills. Monitoring and evaluation skills.
- DUTIES** : Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. Develop programs and practice guidelines to implement the relevant policies. Develop and strengthen relationships with the NPO sector and other Government Departments. Ensure alignment of plans and budgets. Coordinate other departments and civil society on child justice issues.
- ENQUIRIES** : Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 46/406** : **SOCIAL WORK MANAGER (RESTORATIVE SERVICES) GRADE 1 REF NO: 04/12/2022**
- SALARY CENTRE REQUIREMENTS** : R831 015 per annum
: Chris Hani: District Office
: Standard 10/ Grade 12 plus B Degree in Social Work (NQF level 7). A minimum of 10 year's appropriate experience in Social Work after registration as a Social Worker with the SACSSP (a copy of registration will be required from shortlisted on or before interview date). A driver's license is a prerequisite. Competencies: Expert knowledge of the Children's Act, 2005, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008, Mental Health Act, 2002 and Restorative Justice Process. Probation Services Act, Domestic Violence Act, Sexual Offence Act. Understanding of the White paper on Families in SA 2018, Understanding of the Generic norms and standards for Social Welfare services. An understanding of child and youth care systems. Inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law. Strategic planning skills, Financial management skills, Stakeholder relations skills, Project management skills, Leadership and good interpersonal relations skills and Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills.
- DUTIES** : Develop and strengthen relationships with the NGO and Government sectors within the Criminal Justice System. Analyse policies and develop programmes for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children. Management support to the Specialist Social Service programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Crime Prevention and Support Programmes, Victim Empowerment and Substance Abuse, Prevention, Treatment and Rehabilitation Services. Provide a social work service of the highest, most advanced and specialised nature within defined area(s) of specialization with regard to the care, support, protection and development of children through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form.
- ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at 045 808 3709. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 46/407** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSD 05/12/2022**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11)
: Alfred Nzo
: Standard 10/ Grade 12 plus B. Degree / National Diploma (NQF level 7/6) in Public Administration/Public Management or equivalent qualification with 3 - 5 years relevant experience of which 3 years must have been at the level of an Assistant Director. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license. Competencies: Sound financial management background and in-depth knowledge of PFMA, Supply Chain Management. Comprehensive knowledge of HR and Strategic planning. Good planning, organization and decision-making skills. Willingness to work after hours when needed and the ability to work under pressure.

- DUTIES** : Coordinate all Corporate Services for Alfred Nzo District. Monitor District Finance, Budget and expenditure trends. Oversee the implementation of HR services for the district. Coordinate Supply Chain Management functions and Asset and Infrastructure needs in the District. Manage the provision of Communication and Events Management, Information Technology Management Services in the District. Consolidate programme 1 reports. Analyze and report on emerging trends.
- ENQUIRIES** : Alfred Nzo Enquiries may be directed to Mr S Shweni at 039 254 0900. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 46/408** : **DEPUTY DIRECTOR: ADMIN SUPPORT AND COORDINATION (MEC OFFICE) REF NO: DSD 06/12/2022**
- SALARY CENTRE REQUIREMENTS** : R766 584 annum (Level 11), (an all – inclusive remuneration package)
: Provincial Office (KWT)
: National Senior Certificate, National Diploma (NQF level 6) / B. Degree/ (NQF level 7) as recognized by SAQA in Public Administration/Office Management and Technology. 5 years relevant experience as an Assistant Director /office manager preferable in core Staff 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** : Enquiries can be directed to Ms A Njaba at 043 605-5101 OR Ms. Z Moyeni 043 605-5110
e-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

<u>POST 46/409</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R401 691 per annum OR Tambo: Libode Area Office (Ref No: DSD 07/12/2022) Joe Gqabi: Sterkspruit LSO (Ref No: DSD 08/11/2022)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus Bachelor of Social Work. Latest Proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker will only be required for shortlisted candidate. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people's placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
<u>ENQUIRIES</u>	:	Joe Gqabi Ms N. Duba at 051 633-1616 OR Ms P Tsputse at 051 633-1609 OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at 047 – 531 0944 e-Recruitment Technical Support: Zukisa.Moyeni@ecdspd.gov.za
<u>POST 46/410</u>	:	<u>ASSISTANT DIRECTOR: HRIS REF NO: DSD 09/12/2022</u>
<u>SALARY CENTRE</u>	:	R393 711 annum (Level 09) Provincial Office
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent relevant qualification with 3-5 years' relevant experience of which three years must be at supervisory level (SL 7 & 8). A valid South African driver's license is a prerequisite. Computer Literacy, PERSAL certificate and Depth Knowledge of PERSAL is a must. Competencies: Analytical and problem-solving skills. Planning, organizing and document management skills. Innovant on creativity and continuous learning, client focus, people management. Report writing and advanced computer skills. Depth Knowledge of Human Resource Information Systems (HRIS) practices and procedures. Ability to review, analyse and evaluate HR business system and user needs.
<u>DUTIES</u>	:	Coordinate and monitor the optimal use of the PERSAL system and provide management information analysed reports for decision making and support the Department with PERSAL credible updated information. Coordinate and advise on accurate, reliable and credible PERSAL Information in accordance with NMIR in terms of DPSA PERSAL Clean-Up Strategy. Maintain the Organizational and Establishment Structure. Daily Monitoring the movement of employees on PERSAL and draw and analyse exception reports as well as correct where there is misallocation. Coordinate PERSAL User account management in terms of Provincial Treasury instruction note 13 of 16/17 and Capacity building through training and assessment of staff.
<u>ENQUIRIES</u>	:	Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101. e-Recruitment Technical Support: Zukisa.Moyeni@ecdspd.gov.za
<u>POST 46/411</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS AND EAP REF NO: DSD 10/12/2022</u>
<u>SALARY CENTRE</u>	:	R393 711 per annum (Level 09) Amathole: District Office

- REQUIREMENTS** : Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 3-5 years' relevant experience of which three years must be at supervisory level (SL 7 & 8). A valid South African driver's license is a prerequisite. Computer Literacy. Knowledge of PERSAL. Competencies: Knowledge of LRA, BCEA, PSR, PSA and relevant government Regulations and policies. Sound knowledge of relevant PSCBC and PHSDSBC collective agreements, disciplinary code in the public service, dispute resolution rules, human resources policies, strategies and related matters. Possession of strategic capability, analytical and negotiation skills. Knowledge of codes of good practices annexed to the LRA. Possession of good writing and oral communication skills, customer care, people management, change management, coordination and planning skills, sound interpersonal and conflict resolution skills.
- DUTIES** : Develop and implement labour relations policies, codes and practices. Handle staff grievances, disputes, incapacity and disciplinary matters. Provide labour relations support to the District. Facilitate capacity building to management and employees on all labour relations and labour law matters. Facilitate implementation of HIV/Aids Programmes and establish networks for implementation of those Programmes. Implement, facilitate and monitor SHE Programmes. Identify potential hazards and major incidents at the workplace. Facilitate the capacitation of employee wellness committees and SHE representatives.
- ENQUIRIES** : Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 46/412** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (PHYSICAL) REF NO: DSD 11/12/2022**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: OR Tambo: District Office
: Standard 10/ Grade 12 plus a B Degree or National Diploma (NQF 6/7) in Security Management / Risk Management / Police Administration / Policing/ Law or Criminal Justice or security relevant qualification, SAQA NQF Level 6. Minimum 3-5 years' experience in the security field of which 3 years must be on a supervisory level (SL 7 & 8). Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. Applicants from SAPS, SANDF, Correctional Services and State Security Agency (SSA) do not need to submit PSIRA Registration but will be required to be registered with PSIRA within six months of appointment if successful. A valid driver's license. SSA Security Managers/Advisors course, SAMTRAC and Project Management will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to security clearance processes to the level of Top Secret. Competencies: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Knowledge of electronic security systems relating to access control, close circuit television surveillance, parameter detection and intruder detection systems. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision-making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.
- DUTIES** : Implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems. Implementation of identification card system to identify all employees and visitors. Coordinate security cluster during District events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the Provincial Office and assist

Districts on implementation of TSCM. Manage and control office keys and combinations. Implement proper key and key combination controls as per the Departmental Key Control directive. Manage the electronic access control system at the Provincial Office. Conduct security investigations regarding physical security breaches. Conduct in-house security investigations regarding physical security breaches. Implementation of the Departmental security directive: breach of security. Investigate all physical security related breaches occurring at the Provincial Office and report to the relevant security structures. Keep record of all incidents. Investigations can be conducted in the Districts on invitation. Manage and monitor contracted security services. Give input in specifications of security tenders. Manage contracted security companies performing security services. Conduct quarterly meetings with security contractors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Develop, implement and monitor implementation of contingency plan. Implementation of security directive: contingency procedures in the Provincial Office. Participate in the emergency / OHS committee meetings of the Department. Liaison with local emergency services regarding practicing of the contingency procedures. Ensure availability of all related emergency equipment. Conduct security awareness campaigns on physical security and contingency planning. Identify threats and risks related to physical security. Compile annual awareness plan to include presentations, posters, ICT pop-up messages etc. Conduct security awareness with Provincial Office personnel and on invitation in the Districts.

ENQUIRIES : OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at 047 – 5310944
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 46/413 : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 REF NO: DSD 12/12/2022**

SALARY CENTRE REQUIREMENTS : R380 337 per annum
: OR Tambo: Ingquza Hill LSO
: Standard 10/ Grade 12 plus B degree in Social Science with Developmental Economics/ National Diploma in Development Studies/ Community Development/ Social and other related studies plus a minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. Computer Certificate or Computer as a passed module or subject. A valid driver's license. Competencies: Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project Management skills.

DUTIES : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (e.g., in departments/provinces, NGOs, local community structures and faith-based organizations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development to perform administrative support on development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

ENQUIRIES : OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 46/414 : **SOCIAL WORKER GRADE 1 (X8 POSTS)**

SALARY CENTRE : R269 301 per annum
: BCM: Mdantsane2 LSO (Ref No: DSD 13/12/2022) (X2 Posts)
: East London LSO (Ref No: DSD 14/12/2022)
: Joe Gqabi: Mount Fletcher LSO (Ref No: DSD 15/12/2022)

Maclear LSO; (Ref No: DSD 16/12/2022)
OR Tambo: KSD LSO (Ref No: DSD 17/12/2022)
Ingquza Hill LSO (Ref No: DSD 18/12/2022)

REQUIREMENTS

Sarah Baartman: Grahamstown LSO (Ref No: DSD 19/12/2022)
Standard 10/ Grade 12 plus B Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES

Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

ENQUIRIES

BCM Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
Joe Gqabi Ms N. Duba at 051 633-1616
OR Ms P Tsuputse at 051 633-1609
OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 46/415

PROFESSIONAL NURSE GRADE 1 REF NO: DSD 20/12/2022

SALARY
CENTRE
REQUIREMENTS

R268 584 per annum
BCM: Silver Crown Old Age Home
Standard 10/ Grade 12 plus B. Degree/ National Diploma (NQF level 6/7) in Nursing/ equivalent qualification. Registration as a Professional Nurse with the SA Nursing Council. A code 08 Driver's license. Experience as a Professional Nurse in General Nursing. Community Nursing. Supervisory management skills. Required to work shifts, including night duty and public holidays, Computer literacy is essential. Competencies: Knowledge of Nursing care process and procedure. Basic knowledge of Public Service Regulations. Leadership, Supervisory and good communication skills. Teambuilding and cross-cultural awareness, Special interest in substance use and working with children. Be able to function in a multi-disciplinary team.

DUTIES

Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to holistic patient/ client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patients' rights. To ensure efficient and effective utilisation of resources. Render quality nursing care nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standard of the employee Performance Management and Development system (EPMDS). Motivate, coach and mentor staff. Management and control of schedule drugs. Required to workday and night duty. Any other duties as required by the supervisor.

ENQUIRIES

BCM Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 46/416

ADMIN OFFICER: LABOUR RELATIONS & WELLNESS REF NO: DSD 21/12/2022

SALARY

R269 214 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	NMM District Office
	:	Standard 10/ Grade 12. N Diploma/B Degree in Public Management or HRM Management or equivalent relevant qualification with at least 1-2-years' experience relevant experience in EAP. Knowledge of Occupational Health and Safety. Computer literacy. Functional knowledge of PERSAL. A valid South African driver's license will be an added advantage. Competencies: Experience in Administration preferably in the Public Service. Computer Literacy in MS Office, Excel and Power Point Presentation. Good Report writing and Communication Skills (written and verbal).
<u>DUTIES</u>	:	Coordinate implementation of the Employee Wellness strategy in the district. Support and supervise SHE and other O.H.S functionaries. Liaising with activities to Employee Wellness Programme. Ability to conduct research and write report.
<u>ENQUIRIES</u>	:	NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/417</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: DSD 22/12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07)
	:	Provincial Office
	:	Standard 10/ Grade 12 plus N Diploma/ B Degree or equivalent qualification in Finance Management field with 1-2 years' experience working in Salary Administration. Proven knowledge of BAS and PERSAL. Computer literacy. A valid driver's licence would be an added advantage. Competencies: Knowledge of PFMA, Treasury Regulations and related regulations and prescripts. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Sound Analytical skills. Ability to relate to people with diverse interest, Communication skills.
<u>DUTIES</u>	:	Manage and effect employee deductions and allowances. Draw and clear PERSAL exceptions on BAS and identify reconciling items. Perform PERSAL/Bas reconciliation. Capture all salary related transactions on Bas and PERSAL. Maintain proper filing of documentation. Clear and reconcile salary related suspense accounts. Follow up on rejected claims. Provide support and guidance related to salaries to the entire department.
<u>ENQUIRIES</u>	:	Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/418</u>	:	<u>TRANSPORT OFFICER REF NO: DSD 23/12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07)
	:	NMM District Office
	:	Standard 10/ Grade 12 plus N Diploma/ B Degree in Logistics or equivalent relevant qualification with at least 1-2 years' experience in fleet management / transport / logistics services or relevant experience. A valid South African driver's license will be an added advantage. Competencies: Experience in Administration preferably in the Public Service. Computer Literacy. Good Report writing and Communication Skills (written and verbal) Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge of Treasury and PFMA Regulations. Knowledge and understating of legislative framework governing the Public Services.
<u>DUTIES</u>	:	Co-ordinate monitor the issuing and monitoring state vehicles. Monitor and ensure that the condition of state vehicles are in good working order, including but not limited to, the roadworthiness thereof. Daily inspection of state vehicles before and after use by officials. Update and maintain state and subsidized vehicle register. Ensure that state vehicles are used by authorized officials. Safeguarding of state vehicles' keys. Proper monitoring of log-sheets submissions. Co-ordinating re-testing /re-training of authorized drivers for driving pool vehicles to ensure efficiency and competency. Facilitate completion of accidents forms and submit to the provincial office.
<u>ENQUIRIES</u>	:	NMM: Enquiries may be directed to Ms L. Thompson at 041 406-5750 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/419</u>	:	<u>ADMIN OFFICER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 214 per annum (Level 07)
	:	BCM: District Office (Ref No: DSD 24/12/2022)

<u>REQUIREMENTS</u>	:	OR Tambo: District Office (Ref No: DSD 25/11/2022) Standard 10/Grade 12 plus N Diploma/B Degree in Public Management or Financial Management OR equivalent relevant qualification with at least 1-2 years' experience in Supply Chain Management/ Financial Management. Computer literacy certificate. A valid South African driver's license is an added advantage. Competencies: Extensive Knowledge of procurement and provisioning administration Understanding of SCM policies, procedures and processes, PFMA and applicable treasury regulations. Knowledge and experience of departmental MIS system, Understanding of Human Resources Management policies, procedures and processes. Computer Literacy (Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Request BAS and LOGIS reports for the reconciliation purposes. Provide supply chain clerical support services, capture and consolidate performance information. Ensure timeous submission of claims by the District Office and Provincial Office for funding and / or payment. Submit weekly, monthly and quarterly reports. Ensure compliance with the departmental policies and regulations. Check record and ensure that proper filing is done. Attend all payment related queries. Prepare monthly accrual reports. Reconcile commitments and suppliers accounts.
<u>ENQUIRIES</u>	:	OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at 047 – 531 0944. BCM Enquiries may be directed to Ms P. Kula 043 705-5675 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za
<u>POST 46/420</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: DSD 25/12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05) OR Tambo: Libode Area Office Standard 10/ Grade 12 Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. Competencies: Extensive Knowledge of procurement and provisioning administration. Knowledge and experience of LOGIS system in terms of assets, inventory & logistics. Understanding of SCM management policies, procedures and processes, PFMA, Applicable treasury regulations. Understanding of Human Resources Management policies, procedures and processes. Ability to work under pressure, Ability to work in a team and individually. Computer Literacy (Word, Excel, PowerPoint & Access)
<u>DUTIES</u>	:	Administer the maintenance and updating of the asset register. Ensure that all assets are correctly recorded in the asset register. Check and verify receipts, movement and allocation of barcode numbers. Conduct asset verification. Authorize disposal of redundant / absolute furniture and equipment. Supervise the Asset Management Section.
<u>ENQUIRIES</u>	:	OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za
<u>POST 46/421</u>	:	<u>ADMIN CLERK: SCM (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05) OR Tambo: District Office (Ref No: DSD 27/12/2022) NMM District Office (Ref No: DSD 28/12/2022) (X2 Posts) Standard 10/ Grade 12. Basic knowledge of administrative process. Good communicate on (verbal and written) and report writing skills. Computer literacy. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District.
<u>ENQUIRIES</u>	:	NMM: Enquiries may be directed to Ms L. Thompson at 041 406-5750 OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za .

POST 46/422 : **REGISTRY CLERK (PRODUCTION): ADMINISTRATION SERVICES-MEC'S OFFICE (REF NO: DSD 29/12/2022)**

SALARY : R181 599 per annum (Level 05)
CENTRE : Provincial 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 : Enquiries can be directed to Ms A Njaba at 043 605-5101 OR Ms. Z Moyeni at 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

POST 46/423 : **ACCOUNTING CLERK (REF NO. DSD 30/11/2022) (X2 POSTS)**

SALARY : R181 599 per annum (Level 05)
CENTRE : NMM District Office

REQUIREMENTS : Standard 10/ Grade 12 Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. Competencies: Communication and interpersonal skills. Administrative skills. Functional knowledge of BAS and PERSAL.

DUTIES : Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals.

ENQUIRIES : NMM: Enquiries may be directed to Ms L. Thompson at 041 406-5750
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 46/424 : **ACCOUNTING CLERK (REF NO: DSD 31/12/2022)**

SALARY : R181 599 per annum (Level 05)
CENTRE : Chris Hani: Enoch Mjijima

REQUIREMENTS : Standard 10/ Grade 12 Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. Competencies: Good communication and interpersonal skills. Knowledge of Batho Pele Principles. Knowledge of BAS and PERSAL systems.

DUTIES : Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.

ENQUIRIES : Chris Hani Enquiries may be directed to Ms Mzinjana at 045 808 3709
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

<u>POST 46/425</u>	:	<u>ADMIN CLERK: HR (REF NO: DSD 32/12/2022) (X2 POSTS)</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	NMM District Office
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. Competencies; Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
<u>DUTIES</u>	:	Implement human resource administration practices. Recruitment and selection (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc) Implement conditions of services (leave, housing, medical, long service recognition etc.)
<u>ENQUIRIES</u>	:	NMM: Enquiries may be directed to Ms L. Thompson at 041 406-5750 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/426</u>	:	<u>ADMIN CLERK (REF NO: DSD 33/12/2022)</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	NMM District Office
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
<u>DUTIES</u>	:	Render general clerical support services. Provide personnel administration clerical support services within Service Offices in the district.
<u>ENQUIRIES</u>	:	NMM: Enquiries may be directed to Ms L. Thompson at 041 406-5750 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/427</u>	:	<u>ADMIN CLERK (REF NO: DSD 34/12/2022)</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Chris Hani: Ngcobo LSO
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. Competencies: Extensive Knowledge of procurement and provisioning administration. Understanding of SCM policies, procedures and processes, PFMA and applicable treasury regulations. Knowledge and experience of departmental MIS system. Understanding of Human Resources Management policies, procedures and processes. Computer Literacy (Word, Excel, PowerPoint).
<u>DUTIES</u>	:	Request BAS and LOGIS reports for the reconciliation purposes. Provide supply chain clerical support services. Receive, verify and printing of claim forms from various NGOs. Register, capture, admit and update beneficiary's information on MIS. Ensure timeous submission of claims to the District Office and Provincial Office for funding and/ or payment. Submit weekly, monthly and quarterly reports. Ensure compliance with the departmental and program (NPO) policies and regulations. Check record and ensure that proper filing is done. Supervise junior officials. Attend all payment related queries. Prepare monthly accrual reports. Reconcile commitments and suppliers accounts. Bookkeeping of the documents and cash.
<u>ENQUIRIES</u>	:	Chris Hani Enquiries may be directed to Ms Mzinjana at 045 808 3709 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/428</u>	:	<u>REGISTRY CLERK: LOGISTICS (REF NO: DSD 35/12/2022)</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Provincial Office

<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Computer Certificate will be an added advantage. Competencies: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/429</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 (REF NO: DSD 36/12/2022)</u>
<u>SALARY</u>	:	R154 950 per annum
<u>CENTRE</u>	:	Joe Gqabi: Lady Grey LSO
<u>REQUIREMENTS</u>	:	Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the SACSSP (latest copy/current year proof of registration will be required from the shortlisted candidate). Computer literacy. A valid South African driver's license will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Provide administrative support to Social Workers. Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and persons living with disability. Monitor Home Based Community Care Centres. Maintain an efficient and effective system to ensure a smooth flow of information to Social Workers and Clients.
<u>ENQUIRIES</u>	:	Joe Gqabi Ms N. Duba at 051 633-1616 OR Ms P Tsuputse at 051 633-1609. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/430</u>	:	<u>RECEPTIONIST (REF NO: DSD 37/12/2022)</u>
<u>SALARY</u>	:	R151 884 per annum (Level 04)
<u>CENTRE</u>	:	BCM: East London LSO
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy. Competencies: Communication and interpersonal skills. Administrative skills.
<u>DUTIES</u>	:	Receive correspondence addressed to the institution. Attend to visitors to the institution. Act as a switchboard operator. Retain film courier services and deliveries.
<u>ENQUIRIES</u>	:	BCM Enquiries may be directed to Ms P. Kula at 043 705-5675. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 46/431</u>	:	<u>CHILD & YOUTH CARE WORKER GRADE 1 (X3 POSTS)</u>
<u>SALARY</u>	:	R147 366 per annum
<u>CENTRE</u>	:	BCM: John X Merrimen CYCC (Ref No: DSD 38/12/2022) (X2 Posts) Bhisho YCC (Ref No: DSD 39/12/2022)
<u>REQUIREMENTS</u>	:	Grade12 or equivalent qualification. Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work will be an added advantage. Computer literacy. Must not be listed in the National Register for Sex Offenders. Computer literacy. Drivers' license will be an added advantage.

- Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.
- DUTIES** : Holistic care of children/youth in conflict with the law in residential care. Serve on a multi-disciplinary team. Behaviour Management of children/youth in conflict with the law. Development and execution of residential developmental and recreational programmes. Writing and presenting reports. Mentoring and counselling individual young people. Willingness to learn. Willingness to work shifts and weekends.
- ENQUIRIES** : BCM Enquiries may be directed to Ms P. Kula at 043 705-5675
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 46/432** : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (REF NO: DSD 40/12/2022)**
- SALARY** : R147 366 per annum
CENTRE : Joe Gqabi: Sterkspruit LSO
REQUIREMENTS : A Senior Certificate or equivalent certificate. A Valid Driver's License is essential. Competencies: Interpersonal Skills or the ability to interact with people and community structures. Compassion for those in need and vulnerable. Understanding of Social dynamics and basic knowledge of community development. Passion in Community Development. Willingness to learn. Communication Skills. Knowledge of local language and culture. Competency in computer and inventories would be an added advantage.
- DUTIES** : Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizo's to collect information on community needs and provide the required support in integrated planning. Assist in maintenance and support to funded community projects.
- ENQUIRIES** : Joe Gqabi Ms N. Duba at 051 633-1616 OR Ms P Tsuputse at 051 633-1609
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 46/433** : **NURSING ASSISTANT GRADE 1 (REF NO: DSD 41/12/2022) (X2 POSTS)**
- SALARY** : R138 549 per annum
CENTRE : BCM: Silver Crown Old Age Home
REQUIREMENTS : Grade 12 or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC). Registration as Nursing Assistant with SA Nursing Council and Proof of current registration with SANC will be required from shortlisted candidate. Knowledge of nursing procedures such as elementary nursing, safety, equipment, basis of stores. Driver's licence (Code EB). Willingness to work shifts including night duty and public holidays. Competencies: Proficiency in computers and inventories would be an added advantage. Planning and organising skills. Proficiency in computers and inventories would be an added advantage. Planning and organising skills.
- DUTIES** : Render nursing support services to nursing professionals, which may include multitasking at institutional level. Be responsible for administration and medication, which include administration of medicine and drugs with the Professional Nurse. Undertake daily report reading and handing over of residents' health status. Take care of the daily general hygiene of residents. Supervise residents in that respect, render preventative healthcare services, observe ill residents, e.g. blood pressure, pulse, administration of oxygen, etc.
- ENQUIRIES** : BCM Enquiries may be directed to Ms P. Kula 043 705-5675
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

DEPARTMENT OF SPORT, RECREATION ARTS AND CULTURE

- APPLICATIONS** : Submit applications via one of the options below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an e-Mail to erecruitment@ecsrac.gov.za (NB: For technical glitches only – No CVs) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applicants are

encouraged to use the e-recruitment system. Applications received after closing date will not be considered. No faxed applications will be accepted. NB: Forward applications to the relevant centre and all applications. People with disabilities who meet the requirements will be given preference.

NB: Forward applications to the relevant centre:

Head Office: Enquiries (QONCE) – Mr. Y. Dlamkile Tel: 043 492 1386 or Mrs. R. E. Swartbooi Tel: 043 492 0949. Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwai Building, Qonce, 5605

Buffalo City Metro District: Enquiries (EL) Ms. L. Xoseka Tel: 043 492 2140. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Amathole District: Enquiries (EL) Mr. B. Mbangatha Tel: 043 492 1838. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

Chris Hani District: Enquiries (Komani) Mr. X. Kwanini Tel: 045 492 0030 / 0054. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X7190, Komani, 5320 OR Hand deliver to: Bathandwa Ndong Office Park, Komani Hospital Office Complex, Komani, 5320

Sarah Baartman District: Enquiries (Makanda) Attention Mr V Ketelo: 046 492 0223 / Mr. M. Hoboshe: 046 492 0225. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Makana, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makana.

Alfred Nzo District: Enquiries (Mount Ayliff) Attention Mr Gugwana: 039 492 0297 / 072 027 0022. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff

OR Tambo District: Enquiries (Mthatha) Attention Mr. S. Stuma Tel: 047 495 0853 / 073 322 9654. Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100 OR Hand deliver to Human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.

Nelson Mandela District: Enquiries (Gqeberha) Attention Mr Javu: 041 492 1231 / 1230. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Gqeberha 6003 OR Hand deliver to: 2nd Floor- 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha

Joe Gqabi District: Attention Mr. D. Ndzongwana: 051 492 4757. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750, OR Hand deliver to: No. 02 Cole Street, Maletswai

CLOSING DATE

: 19 December 2022

NOTE

: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae – 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 submitted. 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.

OTHER POSTS

<u>POST 46/434</u>	<u>DEPUTY DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R908 502 - R1 054 356 per annum (Level 12), an all-inclusive remuneration OR Tambo District (Mthatha) A National Senior Certificate plus a Diploma NQF Level 6 / Preferable B Degree NQF Level 7 as recognised by SAQA in Social Science coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Cultural Affairs. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. Analytical and an Innovative Thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid code 08 driving license.
<u>DUTIES</u>	Promote and monitor performing arts. Ensure implementation of the operational plan and programs. Support development of performing arts industries. Coordinate and support national and provincial arts festivals. Manage and coordinate implementation of activities of art centres. Coordinate development of Word artists. Promote visual arts, crafts and culture. Ensure implementation of the operational plan and programs. Support development of performing arts industries. Coordinate and support national and provincial arts festivals. Manage and coordinate implementation of activities of art centres. Coordinate development of Word artists. Support development of arts industries. Coordinate and support national and provincial arts festivals. Manage library and information services. Ensure implementation of the operational plan and programs. Coordinate the functioning of the public libraries. Coordinate the marketing of library services. Manage provision of library material. Manage library and information management system. Encourage establishment of book clubs in communities. Manage museums and heritage services. Ensure implementation of museum and heritage operational plan and programs. Coordinate functionality of museum services. Coordinate promotion of national symbols and orders. Coordinate development, management and promotion of resistance and liberation heritage route. Coordinate transformation of heritage landscape. Coordinate commemoration of heroes and heroines. Management of administration support. Give input in the development of strategic, operational, procurement, business and projection plans. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMS and ensure staff development training needs. Manage attendance register, leave records and discipline.
<u>ENQUIRIES</u>	S. Stuma at 047 495 0853 – OR Tambo District (Mthatha) For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
<u>NOTE</u>	People with disabilities who meet the requirements will be given preference.

POST 46/435 : **ASSISTANT DIRECTOR: RECREATION DEVELOPMENT REF NO: DSRAC 02/12/2022**

SALARY : R491 403 - R578 841 per annum (Level 10), an all-inclusive remuneration
CENTRE : Nelson Mandela District (Gqeberha)
REQUIREMENTS : National Senior Certificate plus an appropriate Degree/Diploma in Sport Management or Human Movement Science Studies (NQF Level 6 (360 SAQA credits) coupled with a minimum of 3 years at a supervisory level and or SL 7/8 in the field of Sport and Recreation. Must have experience working with children, older people, Non-Governmental Organizations, Non-Profit Organization, Civic structures people with disability and sectoral departments. Project Management will be an added advantage. Knowledge of Sport and Recreation related government pre-scripts in particular those focusing on sport and recreation development, such as National Sport and Recreation Plan. Sound knowledge of the MPP Conditional Grant Framework, knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act (PMFA), Division of Revenue Act (DORA) and Employee Performance Management Development System (EPMDS), knowledge of DORA Grant Framework and other applicable legislation. Knowledge of wide range of work processes and procedures such as events/project management, government procurement, monitoring and evaluation. Proven administration, planning, organizing and communication skills. Ability to follow correct reporting procedures and to compile management reports. Conflict management and resolution skills. Ability to maintain sound interpersonal skills and must be innovative and creative. Policy analysis and implementation. Computer Literacy. A valid code 08 driving license.

DUTIES : Maintain and Implement strategic partnership programmes with Recreation Council, Community Sport Forums, local municipality and other sector departments. Promote Mass Participation and Recreation Programmes in communities and provide support to recreational agencies and organization to encourage participation in communities. Management of Sub-directorate: Recreation development and human resource (Staff) that include performance evaluation of employees. Ensure compliance of recreation development programmes with conditional grant framework and annual operational plan. Conceptualize and initiate programmes for the development and promotion of Recreation development programmes. Facilitate, support, monitor and evaluate sub-directorate budget. Development and submission of reports according to the systems of the department. Embarking on the planning and budgeting processes as well as manage the utilization of sub directorate budget within PMFA prescripts. Good report writing skills. Computer Literacy (Excel & PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

ENQUIRIES : S. Javu at 041 492 1230/1231/1234 – Nelson Mandela District (Gqeberha)
For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference

POST 46/436 : **CHIEF WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: DSRAC 03/12/2022**

SALARY : R393 711 - R463 764 per annum (Level 09), an all-inclusive remuneration
CENTRE : Head Office (QONCE)
REQUIREMENTS : A National Senior Certificate plus a Diploma / Degree (NQF Level 6/7) in Management Services or Production Management or HR management or other relevant qualifications as recognised by SAQA coupled with 3 years at Supervisor Level or SL 7/8. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Knowledge of PERSAL. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Excellent Human Relations. Client Service Orientated Personality. Interpersonal Relations. Commitment and Loyalty. Time Management. Self-discipline. Ability to work under pressure. A valid code 08 driving license.

- DUTIES** : Develop and maintain organizational structure and establishment. Draw approved structure on Visio. Load structure on PERSAL. Update responsibility and objective codes on PERSAL. Draw PERSAL reports for analysis. Ensure personnel is placed correctly. Create and abolish posts. Undertake Business Process Mapping & Re-engineering. Identify process to be mapped. Information gathering on identified processes. Map identified process. Analyse mapped process and re-engineer. Cost process. Facilitate implementation of newly defined process. Conduct Job Evaluation and provide advice on the development of Job Descriptions. Identify posts to be evaluated and draw project plan. Analysis of post and evaluation using EVALUATE. Present to Quality Assurance and departmental panel. Prepare submission for approval of results. Facilitate the implementation of results. Supervise capturing of results on PERSAL. Facilitate workshops in developing job descriptions. Assist and give advice to personnel in developing job descriptions. Monitor the maintenance of the data base. Implement Batho Pele and Culture Change programmes. Develop Culture Change plan. Create awareness on Culture Change and Batho Pele. Facilitate meetings for Public Service Month. Co-ordinate Public Service Month projects. Supervise administration support. Give input in the development of strategic, operational and procurement plans. Manage human and financial resources. Attend and respond to audit query matters. Compile and submit monthly and quarterly reports. Manage EPMDS and staff development training needs. Manage attendance register and leave records. Maintain staff discipline.
- ENQUIRIES** : R. Swartboo – 043 492 0949 – Head Office (Qonce)
For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 46/437** : **PRINCIPAL LIBRARIAN REF NO: DSRAC 04/12/2022**
- SALARY** : R331 188 - R390 129 per annum (Level 08), an all-inclusive remuneration
CENTRE : Sarah Baartman District (Community Libraries)
REQUIREMENTS : National Senior Certificate plus a National Diploma at NQF level 6 in Library Science or Information Science B. Bibl Degree or. At least 1 - 2 years working experience in a Library and Information Service field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of Library and Information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
- DUTIES** : Implement the provisioning of library materials to community/public libraries. Implement awareness campaigns, outreach programmes and promotion of library use to all communities within the municipality. Implement stock control of all library material in all affiliated libraries. Supervision of selection and processing of library material to be delivered to libraries. Conduct monitoring visits to public libraries within the municipality. Supervision of staff in the municipality. Analyse user needs submitted by public libraries. Compilation and consolidation of monthly /quarterly user statistics and reports. Facilitate collection of revenue in all public libraries within the municipality.
- ENQUIRIES** : N. QUMZA – 046 492 0227/0228 – Sarah Baartman District (Makanda)
For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference
- POST 46/438** : **LABOUR RELATIONS OFFICER REF NO: DSRAC 05/12/2022**
- SALARY** : R331 188 - R390 129 per annum (Level 08), an all-inclusive remuneration
CENTRE : Head Office (Qonce)
REQUIREMENTS : National Senior Certificate plus a National Diploma at NQF level 6 in Human Resource Management or a relevant tertiary qualification in Labour Relations. At least 1 - 2 years working experience in a Labour Relations Environment. Knowledge of Public Service Legislation, Policies and Prescripts. Knowledge of Public Service Act and Regulations. Knowledge of Constitution. Knowledge of Labour Policies. Knowledge of the Public Finance Management Act, Employment Equity Act, Provincial Treasury Guidelines, Labour Relations Policy, PSCBC Resolutions, GPSSBC Resolutions, Code of Conduct Computer Literacy. Good computer, organising, communication, and report writing skills. Excellent human and interpersonal relations. Good problem-

		solving skills. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Facilitate the compliance with the disciplinary code and grievance procedure. Assist and report on the investigation of cases on misconduct. Facilitate appointments of presiding officer, the employer representative and the date of the hearing. Facilitate the sitting of the disciplinary hearing. Facilitate the communication of the sanction to the employee and submit to HR for implementation. Assist on the investigation of grievances received and advise officials on resolutions taken. Represent the department in cases of disputes arising from unresolved grievances. Facilitate awareness programmes on management of discipline, the code of conduct and the grievance procedure. Train shop stewards over disciplinary hearings. Conduct workshops on grievance to all employees. Conduct roll-out plan on the implementations of PSCBC and GPSSBC and the code of conduct. Maintain sound relations with activities. Collect agenda items from parties. Write notices to parties. Furnish parties with the agenda. Facilitate the sitting of the Labour relations forum to evaluate progress made. Monitor the implementation of the decisions of the previous summit. Attend GPSBC and PCC meetings. Provide administrative services in the unit. Facilitate invitations to members. Distribution of memos to relevant officials. Arrangement of venues and facilities. Facilitation of agendas and attendance registers. Procurement of goods and services. Facilitate specifications for quotations. Prepare submissions. Send orders to the service providers. Facilitate payments for service providers. Maintenance of filing system Record incoming and outgoing documents. Facilitate copies of outgoing documents. File documents in relevant files.
<u>ENQUIRIES</u>	:	M. Cezula at 043 492 1400 – Head Office (Qonce)
<u>NOTE</u>	:	For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference
<u>POST 46/439</u>	:	<u>LIBRARIAN REF NO: DSRAC 06/12/2022</u>
<u>SALARY</u>	:	R269 214 - R317 127 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Assist with the selection and acquisition of library material, Assist with allocation and dispatching of library material to districts. Supervision of General assistants, Assist to analyse user needs in preparation for selection of library material. Assist to analyse statistics to inform stock gaps. Assist with dispatching of library material. Monitor and advise on stationery gaps. Compile statistics of library material allocated and dispatched to districts.
<u>ENQUIRIES</u>	:	M. Cezula at 043 492 1400 – Head Office (Qonce)
<u>NOTE</u>	:	For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference
<u>POST 46/440</u>	:	<u>LIBRARIAN REF NO: DSRAC 07/12/2022</u>
<u>SALARY</u>	:	R269 214 - R317 127 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	:	Sarah Baartman District (Community Libraries)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<u>DUTIES</u>	:	Implement the provisioning of library materials to community/ members. Implement awareness campaigns, outreach programmes and promotion of

library use to the community. Implement stock control of all library material in the library. Processing of library material received from district office. Supervision of staff in the library. Collect and analyse user needs and submit to District office. Compilation and consolidation of monthly user statistics and reports. Facilitate establishment of library committees and book clubs in the library.

ENQUIRIES : N. Qumza at 046 492 0227/0228 – Sarah Baartman District (Makanda)
For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
NOTE : People with disabilities who meet the requirements will be given preference.

POST 46/441 : **LIBRARIAN REF NO: DSRAC 08/12/2022**

SALARY CENTRE REQUIREMENTS : R269 214 - R317 127 per annum (Level 07), an all-inclusive remuneration
: Nelson Mandela District (Kuyga Library)
: National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.

DUTIES : Implement the provisioning of library materials to community/ members. Implement awareness campaigns, outreach programmes and promotion of library use to the community. Implement stock control of all library material in the library. Processing of library material received from district office. Supervision of staff in the library. Collect and analyse user needs and submit to District office. Compilation and consolidation of monthly user statistics and reports. Facilitate establishment of library committees and book clubs in the library.

ENQUIRIES : S. Javu at 041 492 1230/1231/1234 – Nelson Mandela District (Gqeberha)
For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference

POST 46/442 : **CULTURAL OFFICER REF NO: DSRAC 09/12/2022**

SALARY CENTRE REQUIREMENTS : R269 214 - R317 127 per annum (Level 07), an all-inclusive remuneration
: OR Tambo District (Mthatha -Ngquza Arts Centre)
: National Senior Certificate plus a National Diploma at NQF level 6 in Arts and Culture. At least 1 to 2 years working experience in an Arts and Culture field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.

DUTIES : Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.

ENQUIRIES : S. Stuma at 047 495 0853 – OR Tambo District (Mthatha)
For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference.

POST 46/443 : **HERITAGE OFFICER REF NO: DSRAC 10/12/2022**

SALARY CENTRE : R269 214 - R317 127 per annum (Level 07), an all-inclusive remuneration
: BCM District (EL)

<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Diploma (NQF Level 6) in Arts and Culture with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid code 08 driving license.
<u>DUTIES</u>	:	Coordinate and implement museums and heritage projects and events. Promote awareness campaign programmes. Coordinate the process of standardization of name change. Coordinate use of national symbols and orders. Organise preparatory meetings. Organise participation of the stakeholders. Provide secretarial support services to the committee. Provide operational support to the district museum. Maintain working relations with the stakeholders. Craft rooster for activities. Render administrative functions in relation to programmes that are implemented. Collect, analyse, compile and update data in all museums and heritage activities. Provide administrative and technical support with regard to museums and heritage facilities. Coordinate financial resources. Coordinate approval of the submissions. Compile, consolidate and submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	L. Xoseka at 043 492 2140 – BCM District (EL) For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 46/444</u>	:	<u>STATE ACCOUNTANT – PRE-AUDIT (INTERNAL CONTROL) REF NO: DSRAC 11/12/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 - R317 127 per annum (Level 07), an all-inclusive remuneration BCM District (EL) National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector internal control / pre-audit unit. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA), Tender Board Regulation, Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving license.
<u>DUTIES</u>	:	Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Post-auditing for payment, filing and reporting on unauthorised, irregular and fruitless expenditure. Render Pre-Audit support services. Receiving and checking of salary related payments from salary section on PERSAL and BAS. Check and verify S&T and Fuel allowance claims. Check employee details on the system. Facilitate authorization of payment on the system. Check correctness of payment vouchers on BAS and LOGIS. Accept payment vouchers from Creditors. Authorize committed amounts. Check all relevant supporting documents. Render Certification for committed funds. Issue internal control certificates to procure goods/services in duplicate. Attach original certificate to submission. Certification of completed submission. Record keeping of duplicate on file.
<u>ENQUIRIES</u>	:	L. Xoseka at 043 492 2140 – BCM District (EL) For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference

<u>POST 46/445</u>	:	<u>STATE ACCOUNTANT – BUDGET PLANNING REF NO: DSRAC 12/12/2022</u>
<u>SALARY</u>	:	R269 214 - R317 127 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector budget planning and management field. Knowledge of financial systems (PERSAL & BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently.
<u>DUTIES</u>	:	Prepare and coordinate the crafting of credible budget and identify inconsistency and misallocations thereof. Execute the consultation on the MTEF budget process and liaise with Provincial Budget Analyst thereto. Analyse, interpret and implement the Treasury guidelines for the Estimates of Provincial Revenue and Expenditure (EPRE). Develop templates for the collection of budget information from Programme Managers. Align budget statements with the annual performance plan, operational plans, strategic plan and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury, and recommend corrective action where required. Facilitate loading of budget on the system. Collection of inputs from programs for budget in line with the operational plans. Preparation of final balancing of budget for each following financial year. Facilitate submission of EC5.1 and EC4.1 database from the programs. Facilitate consolidation of operational budget. Capturing of the budget on the system. Guide the programmes and responsibility managers on budget utilisation. Co-ordinate the implementation of Section 43 of the PFMA and provide maximum support to Programme and Responsibility Managers. Assess where the shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Provide information for the preparation of the annual financial statements. Ensure that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions. Check and maintain commitment registers.
<u>ENQUIRIES</u>	:	M. Cezula at 043 492 1400 – Head Office (Qonce)
<u>NOTE</u>	:	For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
<u>POST 46/446</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 46/446</u>	:	<u>INFORMATION TECHNOLOGY TECHNOLOGIST (X8 POSTS)</u>
<u>SALARY</u>	:	R269 214 - R317 127 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	:	OR Tambo District (Mthatha) Ref No: DSRAC 13/12/2022 Amathole District (EL) Ref No: DSRAC 14/12/2022 BCM District (EL) Ref No: DSRAC 15/12/2022 Chris Hani District (Komani) Ref No: DSRAC 16/12/2022 Joe Gqabi District (Maletswai) Ref No: DSRAC 17/12/2022 Sarah Baartman District (Makanda) Ref No: DSRAC 18/12/2022 Nelson Mandela District (Gqeberha) Ref No: DSRAC 19/12/2022 Alfred Nzo District (Mount Ayliff) Ref No: DSRAC 20/12/2022
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma/B-Degree (NQF level 6 as recognised by SAQA) in IT; Communications Networks; Desktop Support; Computer Science or other relevant & equivalent qualification. A minimum of 2 years work experience in the ICT environment for server/network infrastructure or ICT Helpdesk/Service support or ICT systems management. Competencies: Proven computer literacy; Planning and coordination skills; Communication

		(verbal and written) skills; Planning and organizing skills. A valid code 08 driving license.
<u>DUTIES</u>	:	Providing ICT related first-line support (desktops/computers, printer support & LAN connectivity) and serving as a contact point for IT related issues for the users at the designated libraries and district office. Provide call management on Information Technology Service Management System (ITSM). Applying technical standards/procedures, end user support procedures, operating systems, Active Directory, backup technologies and processes. Manage, monitor network connectivity, servers, network security and performance. Log and troubleshoot all ICT related issues and resolution. Liaise with internal & external including third parties towards resolution of technical issues at the designated libraries and district office. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Provide administrative support to all ICT related issues. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed. Valid driver's license would be advantageous as maybe required to travel to provide ICT support to other district offices & related institutions (e.g. library, museums, art centres, etc.).
<u>ENQUIRIES</u>	:	X. Kwanini at 043 492 0030 – Chris Hani District (Komani) L. Xoseka at 043 492 2140 – BCM District (EL) B. Mbangatha at 043 492 1838/1839 – Amathole District (EL) STUMA at 047 495 0853 – OR Tambo District (Mthatha) S. Javu at 041 492 1230/1231/1234 – Nelson Mandela District (Gqeberha) M. Gugwana at 039 492 0297 – Alfred Nzo District (Mount Ayliff) D. Ndzongwana at 051 492 4757 – Joe Gqabi District (Maletswai) N. Qumza at 046 492 0227/0228 – Sarah Baartman District (Makanda) For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 46/447</u>	:	<u>ACCOUNTING CLERK – INTERNAL CONTROL AND COMPLIANCE REF NO: DSRAC 21/11/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 - R213 912 per annum (Level 05), an all-inclusive remuneration Head Office (Qonce) National Senior Certificate with no work experience required. A National Diploma (NQF level 6 as recognised by SAQA) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations, Public Finance Management Act (PFMA), Tender Board Regulation, Preferential Procurement Policy Framework Act (PPPFA) and Financial Regulations will be an added advantage. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving license.
<u>DUTIES</u>	:	Ensure compliance of goods and services according to procurement procedures and financial delegations. Verification of BAS and Logis payment vouchers. Ensure compliance of BAS and LOGIS vouchers are in accordance with legislative framework. Check compliance to relevant requirements. Check compliance on salary payments. Check availability of budget and expenditure allocations for all programmes and sub-programmes. Check authenticity of item codes and signatures on expenditure approvals. Record advices and certificates. File data advices and copies of internal control certificates.
<u>ENQUIRIES</u>	:	M. Cezula at 043 492 1400 – Head Office (Qonce) For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za
<u>NOTE</u>	:	People with disabilities who meet the requirements will be given preference.
<u>POST 46/448</u>	:	<u>SUPPLY CHAIN CLERK – ACQUISITION REF NO: DSRAC 22/12/2022 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 - R213 912 per annum (Level 05), an all-inclusive remuneration Head Office (Qonce) National Senior Certificate with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or relevant qualifications will be an added advantage. Knowledge of SCM systems (BAS

& LOGIS) will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of National / Provincial Treasury Guidelines, Public Finance Management Act, Departmental Circulars and Supply Chain Management Practice Notes. Knowledge and understanding of Supply Chain Management Framework. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving license will be an added advantage.

DUTIES : Receipt of procurement submissions to generate orders. Register/receive incoming procurement submission from users. Check status of the submission and attend to queries if any. Check funds according to the budget as per allocations. Facilitate validation of the document through pre-audit. Forward the submission to pre-audit for compliance checking. Facilitate collection of the order. Facilitate process of capturing document on the system. Render printing of the order from the system. Render collection of the order by the user. Facilitate payment process of the submission. Register outgoing procurement submission. Forward procurement submission to stores. Facilitate proper filing of copies.

ENQUIRIES : M. Cezula at 043 492 1400 – Head Office (Qonce)

For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference.

POST 46/449 : **LIBRARY ASSISTANT REF NO: DSRAC 23/11/2022**

SALARY : R181 599 - R213 912 per annum (Level 05), an all-inclusive remuneration
CENTRE : Sarah Baartman District (Community Libraries)
REQUIREMENTS : National Senior Certificate with no experience. A National diploma in library and information studies (NQF Level 6) will be an added advantage. Good command of at least two (2) official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills.

DUTIES : Perform all circulations duties in the library. Join and renew library membership. Assist with shelving and circulation of all library material. Attend reference queries brought by members of the public library and learners. Maintain good public relations with the neighborhood or community. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the information of library structure. Responsible for orientation and children's programmes Assist in the management of library donations, perform all circulation duties and other programmes in the library including ICT and mini-lib services.

ENQUIRIES : N. Qumza at 046 492 0227/0228 – Sarah Baartman District (Makanda)

For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference.

POST 46/450 : **GENERAL ASSISTANT – LIBRARIES REF NO: DSRAC 24/12/2022 (X3 POSTS)**

SALARY : R107 196 - R126 270 per annum (Level 02), an all-inclusive remuneration
CENTRE : Head Office (Qonce)
REQUIREMENTS : Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid code 8 driving license.

DUTIES : Perform routine duties relating to maintenance of the centre. Assist in packing the delivered items to the storeroom and office. Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Perform any other duties related to general assistant work that may arise.

ENQUIRIES : M. Cezula at 043 492 1400 – Head Office (Qonce)

For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference.

POST 46/451 : **GENERAL ASSISTANT – MUSEUMS & HERITAGE REF NO: DSRAC 25/12/2022**

SALARY : R107 196 - R126 270 per annum (Level 02), an all-inclusive remuneration
CENTRE : Sarah Baartman District (Makanda)
REQUIREMENTS : Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid code 8 driving license.

DUTIES : Perform routine duties relating to maintenance of the centre. Assist in packing the delivered items to the storeroom and office. Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial Museum & Heritage. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Perform any other duties related to general assistant work that may arise.

ENQUIRIES : N. Qumza at 046 492 0227/0228 – Sarah Baartman District (Makanda)
For e-Recruitment Technical Enquiries eMail: recruitment@ecsrac.gov.za

NOTE : People with disabilities who meet the requirements will be given preference.