

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Applications are submitted via one of the options below: via the e-recruitment system which is accessible at <https://erecruitment.ecotp.gov.za>. The e-Recruitment System closes at 23:59 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 and the details of the issue to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za), OR post to the Recruitment Centre, Community Safety P/BagX0057, Bisho 5605 OR Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605.
- FOR ATTENTION** : Ms Sinazo Mpafa
- CLOSING DATE** : 03 February 2023
- 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](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. 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**

- POST 02/112** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DOCS 01/01/2023**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Head Office (Bisho)
- REQUIREMENTS** : National Senior Certificate and appropriate Bachelor's Degree/Diploma (NQF Level 6) in Human Resource Management or Industrial Relations / Labour Law. A minimum of five (10) Years of relevant experience within a Labour Relations within public or private entities with at least five (5) years at the Supervisory level (8). Sound knowledge of labour legislation and prescripts within Public

		Sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, Collective Agreements and Policies in the Public Service. Sound conflict Management and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence.
<b><u>DUTIES</u></b>	:	Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate or coordinate all grievances and complaints lodged by employees in the Department. Represent or Coordinate the representation of the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council and Commission for Conciliation, Mediation and Arbitration. Attend Departmental Multi-Lateral Labour Forums in the Province and Department. Manage labour related information and records within the Department. Monitor precautionary suspensions and appeals in the Department. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters across the Department. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to the relevant structure of governance. Management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation, review and the development of the Departmental labour related policies. Administer the appointment of Presiding Officers and Investigation Officers.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. S. Mpafa / Ms. B. Mndindwa at 079 284 6709 For e-Recruitment technical enquiries email to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 02/113</u></b>	:	<b><u>HR PRACTITIONER: HR PLAN &amp; EMPLOYMENT EQUITY REF NO: DOCS 02/01/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum (Level 07) Head Office (Bisho) National Senior Certificate and appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Human Resources Management. A minimum of five (5) years' relevant experience in a Human Resource Planning and Employment Equity environment. A valid driver/s license. Knowledge of (Power Point and advanced Excel – theory and practical application of pivot tables), facilitation and report writing, good communication, good client orientation and customer focus, problem solving, decision making, analytical skills, ability to conduct research, work under pressure, to work independently and as part of the team. Knowledge and application of Public Service regulatory framework (PSA, PSR, Employment Equity Prescripts and Policies, HR Planning Strategic Framework and Employment Equity Plan).
<b><u>DUTIES</u></b>	:	Development of the Human Resource Plan through consultative process linked to the strategic priorities and medium-term strategic framework. Develop action plans to implement identified strategies. Engage with line and executive managers to monitor and evaluate performance on the implementation of the Human Resource Plan. Monitor the development and maintenance of effective Human Resource and Administrative delegations. Prepare quarterly progress reports on Human Resource Planning Implementation Report and delegations. Management of Human Resources and administrative functions. Prepare and review the Departmental Employment Equity Plan and monitor the submissions of the all EE reports to the relevant institutions. Facilitate the process of effective implementation of the Employment equity plan. Ensure compliance of the Department with Employment Equity Act. Coordinate and monitor the effectiveness of the quarterly sitting of the Employment Equity Committee and the reaching of the numeric goals and targets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. S. Mpafa / Ms. B. Mndindwa at 079 284 6709 For e-Recruitment technical enquiries email to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 02/114</u></b>	:	<b><u>ADMIN CLERK: FINANCIAL MANAGEMENT AND SUPPLY CHAIN MANAGEMENT REF NO: DOCS 03/01/2023</u></b>
<b><u>SALARY CENTRE</u></b>	:	R181 599 per annum (Level 05) Sarah Baartman District (Gqeberha)

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/Grade 12 with a minimum of two (2) years' experience in Supply Chain Management or Bachelor's Degree / National Diploma (NQF Level 6) in Supply Chain Management / Business Administration with (0-1) year experience in Supply Chain Management. Knowledge: Demonstrative computer literacy (word processing, spreadsheets, presentations). SCM Prescripts, PFMA, PSR and PSA and Treasury Regulations. BAS, LOGIS and other related systems. Skills: Basic numeracy, computer literacy, analytical thinking, problem solving skills, communication and organising and time management.
<b><u>DUTIES</u></b>	:	Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Compile procurement plans and compliance report. Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Understanding of BAS System and the maintenance of supplier database. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paperwork for distribution of goods, capture invoices from suppliers. Render clerical support to transport and travel services and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, coordinate the submissions of subsistence and travel claims for approval, update all compliant invoices. Render general clerical support services. Maintain good record keeping, provide logistical support for meetings and capture office requisitions.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. S. Mpafa / Ms. B. Mndindwa at 079 284 6709 For e-Recruitment technical enquiries email to: <a href="mailto:erecruitment@safetynec.gov.za">erecruitment@safetynec.gov.za</a>
<b><u>POST 02/115</u></b>	:	<b><u>ADMIN CLERK: HUMAN RESOURCES DEVELOPMENT REF NO: DOCS 04/01/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 per annum (Level 05) Head Office (Bhisho) National Senior Certificate / Grade 12 with a minimum of two (2) years' experience in Human Resource Development or Bachelor's Degree / National Diploma (NQF Level 6) in Human Resources Management / Human Resource Development/ Management of Training (0-1) experience in Human Resource Development (HRD). A valid driver's licence. Sound knowledge of Skills Development Act and PSR, PSA and Framework. Must have knowledge and experience in PERSAL Systems. Good communication skills (verbal and written). Ability to interpret directives. Ability to work in a team and independently and maintain confidentiality. Willingness to travel. Computer skills.
<b><u>DUTIES</u></b>	:	Assist in conducting training needs analysis and development of the Department's Workplace Skills Plan (WSP). Provide logistic arrangement of the Training and Development programmes. Assist in the administration of the Bursary Scheme. Provide administration support in the placement of youth in workplaces to enable them to gain experiential learning. Assist on logistics during the boarding and Orientation Programmes as well as the Internship and Learnership Programmes. Administer the implementation and facilitate compulsory induction programme to new entrants into public service. Assist in the management of performance agreement for employees. Assist in the implementation of personnel development plans of employees. Assist in the coordination of moderating committees, Performance Assessment Appeal Panel. Administration of PMDS database submissions. Manage the compilation of Quarterly and compliance reports on the status of PMDS. Manage the maintenance of accurate records of PMDS. Ensure that the assessments are correctly done and assist managers with this. Ensure that assessments are done bi-annually and annually. Perform budget calculations for performance. Assist in ensuring the implementation of the identified trainings according to Performance Agreements/Assessments and serve as scribe during skills development meetings. Ensure that the Performance agreements and work plans are aligned through the various levels and submitted. Monitor probations, capture PMDS related transactions or activities on PERSAL and the submission of quarterly and annual reports.

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**DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM  
(DEDEAT) in the Eastern Cape is an equal opportunity, affirmative action employer.**

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**FOR ATTENTION** : Mr Neil Lange

**CLOSING DATE** : 03 February 2023

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**MANAGEMENT ECHELON**

**POST 02/116** : **DIRECTOR: AGRO PROCESSING REF NO: DEDEA/2023/01/01**

**SALARY** : R1 105 383 – R 1 302 102 per annum (Level 13)

**CENTRE** : Head Office (Bisho)

**REQUIREMENTS** : NQF Level 7 (B- Degree/ Advanced Diploma) in Economics/Business Management /Natural Sciences/ BSc in Agriculture or related studies 5 years'

experience at middle/ senior managerial level. A valid driver's license is required. Knowledge of: Public Service Act, Treasury Regulations, Food Safety Act, Good Manufacturing Practice, Agricultural product Act. The following skills and attributes are required: Communication Report Writing skills, Computer Literacy, Project Management, Financial management, Management and leadership skills, Planning and Organizing, Research & Analytical skills, Interpersonal skills.

**DUTIES** : Manage the Provincial Agro Industry Development Programme for sector development Manage the implementation of the Agro-Industry Manufacturing (AIM) Cluster. Provide institutional support to selected economically viable agro-processing programmes and related projects. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Employment Equity target: Female/ Person with disability.

**ENQUIRIES** : can be directed to Mr T. Gantsho/ Mr. O. Desi Tel No: 043 605 7091  
For e-Recruitment Enquiries send email to: [Olwethu.Desi@dedea.gov.za](mailto:Olwethu.Desi@dedea.gov.za)

#### **OFFICE OF THE PREMIER**

**APPLICATIONS** : Applications are submitted via one of the options below: via the e-recruitment system which is accessible at <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](mailto:recruitment@ecotp.gov.za). The e-Recruitment System closes at 23:59 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 and the details of the issue to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**CLOSING DATE** : 03 February 2023

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## MANAGEMENT ECHELON

<b><u>POST 02/117</u></b>	:	<b><u>DIRECTOR: PERFORMANCE MONITORING AND REPORTING (ED CLUSTER) REF NO: OTP 01/01/2023</u></b> (Re-Advertisement – applicants who previously applied may re-apply)
<b><u>SALARY</u></b>	:	R1 105 383 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Head Office: Bhisho
<b><u>REQUIREMENTS</u></b>	:	Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Economics /Development Economics/ Development Studies. An additional qualification in Monitoring and Evaluation/Public Administration/ Public Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director Level in the performance monitoring in an economic development environment in the public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional, and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge management practices. Key Competencies: 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. Extensive strategic planning, Financial management skills.
<b><u>DUTIES</u></b>	:	Co-ordinate M & E Policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and explain to relevant in provincial departments. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. 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 compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timeously development of job descriptions and implementation of Work. Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility
<b><u>ENQUIRIES</u></b>	:	Can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059