

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
PROVINCIAL TREASURY**

- APPLICATIONS** : Applications are submitted using one of the following options: The e-Recruitment System which is available at: <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date. To Report technical glitches, or for any assistance regarding the system, and/or for activation of your profile / password, send an e-Mail with your ID Number, your profile email address, and give details of the issue to: theliswa.nkonyile@ectreasury.gov.za (NOT CVs). The technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications to theliswa.nkonyile@ectreasury.gov.za and not as specified, your application will be regarded as lost and will not be considered.
- CLOSING DATE** : 17 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. 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 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. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). 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

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| <u>POST 04/171</u> | : | <u>DIRECTOR: CFO SUPPORT REF NO: PT 01/01/2023</u> (12 Months Contract) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 105 383 per annum (Level 13), (all-inclusive) Bhisho Three-year Degree (NQF level 7) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential. |
| <u>DUTIES</u> | : | Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting. Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management. |
| <u>DUTIES</u> | : | Personal attributes: Self-driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government prescripts. |
| <u>ENQUIRIES</u> | : | Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 For e-Recruitment Enquiries, email to: Thelisiwa.nkonyile@ectreasury.gov.za |
| <u>POST 04/172</u> | : | <u>CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL REF NO: PT 02/01/2023</u> (12 Months Contract) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 105 383 per annum (Level 13), (all-inclusive) Bhisho A Bachelor's Degree (NQF level 7 as recognised by SAQA) in Human Resource Management, Industrial Psychology or any other related qualification (NQF 7) coupled with minimum of 7 years' relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management or related field environment. |
| <u>DUTIES</u> | : | Facilitate Changes in Technology, Human Behaviour and processes with minimal cost and disruption to the Department, in a manner that enhances and ensures achievement and delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the |

implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI Change Methodology to be facilitated. Systematically Analyse Departmental Activities or Processes With A View To Improving the Department's Alignment with the Strategic Goals And Or Its Effectiveness and Efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
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OTHER POSTS

POSTS 04/173 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT EXPERT REF NO: PT 04/01/2023**

Management of Medico Legal Claims Project and Other Interventions
(Fixed Term of 12 Months Contract)

Purpose: To support financial management interventions in province for institutions managed under the Public Finance Management Act and Municipal Finance Management Act, with immediate priority given to departments of Health and Education.

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), (all-inclusive)
: Head Office
: A Three-year Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years' work experience in financial management of which 3 years should be and Assistant Director Level.

DUTIES : To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

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

POST 04/174 : **DEPUTY DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: PT 05/01/2023**

Purpose: To manage, promote and enforce the implementation of risk management services in Provincial Departments and Public Entities.

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), (all-inclusive)
: Head Office
: Three year Bachelor's Degree (NQF7) as recognized by SAQA in Risk Management / Internal Auditing/Accounting /Commerce and / or related field plus minimum of 5 years relevant experience in the field of Risk Management, Auditing, Strategic planning, Monitoring and Evaluation, or Norms and Standards of which 3 years should be at an Assistant Director Level or similar level. Membership of the Institute of Risk Management and relevant professional designation or certification will add as advantage (e.g. CRM, CRMA, Ethics Officer Certification, CRISC, CCSA, IIA Certification etc). Drivers licence is a prerequisite.

DUTIES : Develop and maintain provincial risk register within Departments; Develop risk mitigation plans, Facilitate the development of provincial risk register. Compile Provincial Risk Register in accordance to risk management framework and

best practices principles. Maintain and ensure accuracy of the provincial risk register. Monitor, Enforce and Report on the Implementation of Risk Management Framework; Monitor bi-annual Risk Assessments in Provincial Departments, Public Entities and Municipalities. Draft oversight reports on the assessments. Facilitate development of risk assessment profiles for provincial departments, Public Entities and Municipalities. Conduct risk assessments, develop risk management plan and monitor implementation of the plan and report on progress. Develop risk management protocols and monitor implementation thereafter. Provide technical support on risk management to provincial departments, Public Entities and Municipalities. Assist in the development and facilitate the implementation of risk management guidelines and procedures. Facilitate and conduct training on Risk Management. Manage Capacity Building To Provincial Departments And Public Entities; Facilitate capacity building initiatives. Manage Risk Management Forums. Development and review of Risk Management framework. 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 manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely. Skills and Competencies: Public Finance Management Act. Risk Management Policies. Governance Practices. Internal Control Systems and ability to monitor risk management activities and programmes. Enterprise Risk Management Concepts, frameworks and methodology. Knowledge and understanding of public risk management legislative framework such as Public Service Regulations, PFMA, Treasury Regulations, Understanding of Good Corporate Governance principles (King Report), 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.

- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment Enquiries, email to: Theliswa.nkonyile@ectreasury.gov.za
- POST 04/175** : **ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: PT 06/01/2023**
Purpose: To facilitate the implementation of risk management services in Provincial Departments, Public Entities and Municipalities.
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Head Office
: Three year Bachelor's Degree (NQF level 7 as recognised by SAQA) in Risk Management / Internal Auditing/Accounting /Commerce or relevant field plus Minimum of 3 years relevant experience at a level 7 or higher within Risk management / Internal Audit environment. Registered with the institute of Risk Management of South Africa (IRMSA) and/or Institute of Internal Auditors SA (IIASA), Institute of Risk Management (IRM) and any other relevant profession institute would be an added advantage. Driver's licence is a prerequisite.
- DUTIES** : Facilitate, Coordinate Information on the Development and Maintenance of the Provincial Risk Register; Facilitate the development of the Provincial Risk Register. Coordinate compilation provincial risk register. Maintain and update provincial risk register. Assist the development of risk mitigation plans. Provide Support in Monitoring, Facilitation and reporting on the implementation of the risk management framework; Render support on the monitoring of bi-annual risk assessments in provincial departments, public entities and municipalities. Coordinate drafting of oversight reports on the assessments. Facilitate and coordinate information on the development of the risk management plan and monitoring of implementation. Input on the development of risk management protocols and assist in the monitoring thereafter. Assist with the provision of technical support on risk management to provincial departments, public entities and municipalities. Coordinate provincial trainings on risk management.

Provide Support and Capacity Building to Provincial Departments and Public Entities; Assist in capacity building initiatives. Facilitate Risk Management Forums. Provide inputs into the development and review of Risk Management Frameworks. Skills and Competencies: Public Finance Management Act. Risk Management Policies. Governance Practices. Internal Control Systems and ability to monitor risk management activities and programmes. Enterprise Risk Management Concepts, frameworks and methodology. Interpersonal. Problem Solving. Interviewing. Leadership Skills. Planning and Organising. Communication Skills (verbal & written). Computer literacy. Driving.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574
For e-Recruitment Enquiries, email to: Theliswa.nkonyile@ectreasury.gov.za

POST 04/176

: **CHIEF REGISTRY CLERK: OFFICE SUPPORT AND AUXILIARY SERVICES REF NO: PT 07/01/2023**
Purpose: To render registry services

SALARY CENTRE REQUIREMENTS

: R269 214 per annum (Level 07)
: Head Office
: Three year Degree (NQF level 7) or National Diploma (NQF Level 6) as recognised by SAQA) in Information Management / Records Management, coupled with Minimum of two (2) years' relevant work experience In records management environment.

DUTIES

: Render Administrative Duties to the records management services of the department; Review, analyse and code incoming and outgoing paper and electronic correspondence, including faxes. Maintain remittance registers. Assist in the development master list of archives, registry procedures and practise. Administer all incoming mail. Monitor development and maintenance of registers of files opened and files closed, circulars, remittances, registered mail; certified mail and letter deliveries. Ensure franking of envelopes before postage. Ensure documents due for couriering are couriered. Assist In The Management Of Information Of Projects And Administration; Ensure that all records and information projects are managed according to the requirements of the National/Provincial Archives and Records Service and good governance. Ensure that all audio-visual records are managed according to the requirements of the National / Provincial Archives / and Records Service and good governance. Manage the Safekeeping and disposal of records in the department; Supervise filling of documents by ensuring that filling of documents is in accordance to the approved departmental file index. Sorting and filing of all records coming from other directorates. Monitor and maintain all records of the department and apply the approved filing system. Ensure that records are safe and filed in a proper and correct manner. Ensure maximum protection of files against, fire, insects, heat, water. Ensure that correspondence is conducted on correct files and mail is posted. Ensure that there is a systematic disposal programme in place. 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 manager. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates. Skills and Competencies: Basic understanding of legislative framework that governs the Public Services. Understanding and application of relevant standards and statutory framework and procedures that governs the records management function. Understanding of Records Management Practices. Project Management. Analytical thinking. Report Writing. Presentation. People Management.

ENQUIRIES

: Ms T. Nkonyile 083 8755 707 /Ms B Ndayi 060 543 5574
For e-Recruitment Enquiries, email to: Theliswa.nkonyile@ectreasury.gov.za

DEPARTMENT OF TRANSPORT - GFMS

APPLICATIONS

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and give details of the issue to: Sibusiso.Nonkqoza@ectransport.gov.za (No CVs). The technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications to Sibusiso.Nonkqoza@ectransport.gov.za and not as specified, your application will be regarded as lost and will not be considered.

CLOSING DATE
NOTE

: 17 February 2023
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OTHER POSTS

POST 04/177

: **ASSISTANT DIRECTOR: LOSS CONTROL REF NO: DOT GFMS 01/01/2023**
: Programme: Fleet Risk and Logistics Management
: (One Year Contract)

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum (Level 09), plus 37% in lieu of benefits
: East London
: National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF level 7) in Forensic Investigations / Policing / Legal with at least 3 years at supervisory level or salary level 7/8 experience in a Loss control environment / General Investigations / Motor Vehicle Accident related investigations. A valid Code 08 Driving license is essential. Skills and Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational

Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency.

DUTIES : Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Support GFMS planning processes. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319
For e-Recruitment technical enquiries e-mail to:
Sibusiso.Nonkqoza@ectransport.gov.za

POST 04/178 : **WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT**
REF NO: DOT GFMS 02/01/2023
Programme: Fleet Risk and Logistics Management

SALARY : R393 711 per annum (Level 09)
CENTRE : OR Tambo Government Garage
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF level 7) in Logistics / Public Administration/ Public Management/ Engineering/ Business Management/ Supply Chain Management with 3 years' relevant working experience in a warehouse/depot at supervisory level or SL 7/8 of which one (1) year must be in a fleet environment. A valid code 08 driving license is essential. Skills And Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.

DUTIES : Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, accident, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.

ENQUIRIES : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319.
For e-Recruitment technical enquiries e-mail to:
Sibusiso.Nonkqoza@ectransport.gov.za

POST 04/179 : **WAREHOUSE CONTROLLER: FLEET RISK & LOGISTICS MANAGEMENT**
REF NO: DOT GFMS 03/01/2023
Programme: Fleet Risk and Logistics Management
(One Year Contract)

SALARY : R393 711 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Gqeberha Government Garage
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF level 7) in Logistics / Public Administration/ Public Management/ Engineering/ Business Management/ Supply Chain Management with 3 years' relevant working experience in a warehouse/depot at supervisory level or SL 7/8 of which one (1) year must be in a fleet environment. A valid code 08 driving license is essential. Skills And Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.

DUTIES : Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, accident, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services. Liaise with service providers.

ENQUIRIES : Mrs. P. Mbewu 043 731 1249/ Mr. K. Valashiya-043 731 2319

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Sibusiso.Nonkqoza@ectransport.gov.za

POST 04/180 : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOT GFMS 04/01/2023**

Programme: Financial Management

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: East London
: National Senior Certificate (NQF level 4) and National Diploma (NQF Level 6) in Finance / Auditing majoring in Accounting plus at 2 years' experience in asset management, in an accrual environment. Knowledge of Pastel or a financial system in an accrual environment is advantageous. A valid Code 8 driving license is essential. Applicants will be required to submit academic transcripts on or before the interview date. Skills And Competencies: Creative thinking. Decision Making. Problem Solving. Team Player. Technical Proficiency. Practical Knowledge of Accounting Standards.

DUTIES : Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manager maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicle tracker etc.) Preparing reconciliation for all categories for PPE, Leases and Inventory. Other asset management administration.

ENQUIRIES : Mrs. P. Mbewu Tel No: 043 731 1249/ Mr. K. Valashiya-043 731 2319
For e-Recruitment technical enquiries e-mail to:
Sibusiso.Nonkqoza@ectransport.gov.za

POST 04/181 : **SECRETARY/ADMIN CLERK: INTERNAL AUDIT AND FLEET DEVELOPMENT&PROVISIONING REF NO: DOT GFMS 05/01/2023**

Programme: Internal Audit and Fleet Development & Provisioning
(One Year Contract)

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05), plus 37% in lieu of benefits
: East London
: National Senior Certificate (NQF level 4), One (1) year relevant working experience as a secretary, or Office Management/ Administration will be an added advantage. A valid Code 08 driving license is essential. Skills And Competencies: Computer Literacy, Language Skills, Telephone Etiquette, Report writing skills, Customer Orientation, Time Management, Planning and Organising.

DUTIES : Provide a support service to the office of the Head. Co-ordinate office administration relating to Entity performance. Administer submissions and request information by different stakeholders (internal and external). Co-ordinate governance and oversight reports and ensure timely submission. Provide secretarial duties to EXCO and management structures and track resolutions. Maintain Entity project register and follow up on targets. Provide clerical and administrative support service. Scrutinize, re-direct correspondence and follow up on due responses and actions. Manage risk register of the unit. Manage unit budget. Respond to queries in person, via telephone or email. Develop and implement office procedures. Maintain general company record systems to uphold accurate file. Compose letters, memos and emails. Screen documents, book meeting rooms, set up conference calls and take messages. Perform administration tasks including filing and photocopying.

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