

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

- APPLICATIONS** : Applications Must Be Submitted As Follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And, addition, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer.
- FOR ATTENTION** : Ms N. Gemby
- CLOSING DATE** : 10 March 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; an evaluation certificate must accompany it 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. Applications received after closing date will not be considered. No Faxed, No Hand Delivered, No E-mailed applications will be accepted.

MANAGEMENT ECHELON

<u>POST 07/194</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 01/02/2023</u>
<u>SALARY</u>	:	R1 105 383 – R1 302 102 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior certificate plus Bachelor's Degree (NQF level 7) in Finance/Supply Chain Management/Auditing or relevant qualification. Five (5) years' experience at middle management level at Supply Chain Management environment. The requirements for appointment at SMS Level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG. Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc. Valid Drivers' License. Competencies: Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).
<u>DUTIES</u>	:	Lead the development of supply chain policies and procedures. Guide review of policies. Create and maintain awareness on internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Management of the bidding processes. Ensure bid compliance to procurement policies and PFMA. Review and evaluate statistic on bids awarded. Application of demand and acquisition management. Monitoring the development of the procurement plan. Ensure invitation, evaluation, and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Development of project plan to mitigate risks. Identify staff capacity needs and ensure training and development interventions. Manage directorate's budget in line with the strategic objectives of the department. Delegate functions to staff based on individual potential and provide necessary guidance and support. Ensure timeous development of the job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.
<u>ENQUIRIES</u>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

OTHER POSTS

<u>POST 07/195</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING REF NO: COGTA: 02/02/2023</u> (Re-Advertisement)
<u>SALARY</u>	:	R766 584 –R903 006 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho Head Office
<u>REQUIREMENTS</u>	:	National Senior certificate, plus an undergraduate qualification (NQF Level 6/7) in Administration (Public Administration) or B Degree in Industrial Psychology or B Degree in Human Resource Management and three to five years' experience in the human resource planning field at an Assistant Director level/Junior Management level. Computer Literacy with an excellent understanding of windows, (Ms Word, Excel, Outlook and PowerPoint). Valid driver's license code 08 (EB).Competencies: Applied strategic thinking. Interpersonal conflict and resolving problems. Team leadership. Project management. Citizen's focus and responsiveness. Budget and financial management. Planning and organizing. Creative thinking. Self-management. Problem analysis.
<u>DUTIES</u>	:	Design and implement change management initiatives. Provide-customer relations and frontline improvement services. Facilitate and coordinate the implementation of services delivery improvement programmes and interventions. Manage development/review of the integrated Human Resource Plan and monitor implementation. Manage Employment Equity. Manage development/review of Human Resource policies and monitor implementation thereof. Manage the allocated resources of the sub-directorate in line with the legislative and departmental policy directives and comply with the corporate governance and planning imperatives.

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 07/196 : **DEPUTY DIRECTOR: REAL MANAGEMENT (PAYMENTS AND
BOOKKEEPING) REF NO: COGTA: 03/02/2023**
(Re-Advertisement)

SALARY : R766 584 – R903 006 per annum (Level 11)
CENTRE : Bhisho Head Office
REQUIREMENTS : National Senior Certificate plus, Three years Degree / Diploma (NQF Level 6\7)
Accounting/ Financial Administration/ Economics/ Financial
Management/Auditing. 3-5 years 'experience as Assistant Director or
equivalent rank in General Payments and Financial Control environment, or
Finance. Computer Literacy Programmes: Computer skills (Knowledge of Ms
Word, Excel, PowerPoint Access) Knowledge of BAS System and LOGIS for
processing and extracts reports, for clearing PMG Account. Driver's licence
(Added advantage), Attended BAS, LOGIS, PERSAL courses and training.
Competencies Required: Team work. Good Communication skills. Report and
Presentation skills. Interpersonal Skills. Leadership and Project Management
Skills. Strong Analytical skills.

DUTIES : Management, control and see to it that financial control services are fully
functional in the Department, Bookkeeping and bank reconciliation sections
are up and running and are performing efficiently and effectively. Clearance of
PMG account and follow up/investigation for clearing other accounts and see
to it that necessary journals are processed and authorised. 2. Management of
general payments section and ensure that payment of supplier's/service
providers is made within 30 days after receipt of an invoice in compliance with
TR 8.2.3 and Sec 38(1) (f) of the PFMA 3. Management for revenue collected,
receipted, and deposited into our PMG account and see to it that it is being
paid over to Provincial Revenue Fund on a monthly basis, as prescribed by
PFMA Sec. 21(2) & 22(1) read with Treasury Regulation 15.3.1-2 4. Attend and
prompt reply to Audit Queries of all Sections such as payment office and
financial control office under your supervision. 5. Supervision of staff reporting
to me by developing them through training and give guidance in terms of work-
related matters. 6. Management of staff, attendance register, ledger accounts
and PERSAL exceptions and inform offices concerned for their clearance
before month & year end is performed. 7. Management of PMDS for staff in the
unit

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 07/197 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: COGTA
05/02/2023**
(Re-Advertisement)

SALARY : R393 711 – R463 764 per annum (Level 09)
CENTRE : Bhisho Head Office
REQUIREMENTS : Senior Certificate plus, a three year 's Degree/Diploma (NQF 6/7) in Finance/
Public Administration with 3- 5 years' experience at a supervisory level in
Demand Management under Supply Chain Management. Microsoft
PowerPoint Suit (Excel, Word and PowerPoint). Valid Driving License Code
08. Competencies Required: Knowledge of Specification committee duties,
report writing and communication skills. Computer literacy. Ability to work
effectively with officials across all levels within the Department. Good team
work. Management skills. Excellent communication skills (written and verbal).
Ability to work under pressure. Good telephone and e-mail etiquette.
Knowledge and understanding of the Constitution, PFMA, PPPFA, BBBEE and
all applicable Legislations as well as applying them in the work environment.
Knowledge of the bidding process. Good financial Management & presentation
skills. Experience in Demand Management processes.

DUTIES : The incumbent will be responsible for the following: Track all movements of
Specifications and Terms of Reference submissions. Facilitate sittings of Bid
Committees. Provide secretariat support to the Bid Committee. Provide
technical assistance to cost centres to promote sound financial management.
Draw reports, interpret financial data and present to immediate supervisor/s in
preparation for management meetings Prepare monthly and quarterly demand
management reports. Establish needs analysis. Perform market analysis for

- benchmarked price. Establish procurement plans for the Department. Ensure required quantity and specifications are correctly determined. Assist in management of monitoring of budget and personnel. Assist in gathering information and responding to audit queries. Willing to work irregular hours.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 07/198** : **SENIOR ADMIN OFFICER: DALINDYEBO REGION REF NO: COGTA 06/02/2023**
- SALARY CENTRE REQUIREMENTS** : R331 188 – R390 129 per annum (Level 08)
: Dalinyebo Region
: National Senior certificate, plus an Undergraduate qualification (NQF level 6) in Public Administration/ Management/ Social Science. Two years' experience at supervisory level in the relevant field. Computer Literacy. Code 08 drivers' license a must.
- DUTIES** : Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Ensure efficient delivery of support to Traditional Leaders in the district offices.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 07/199** : **PERSONAL ASSISTANT: QAUKENI KINGDOM REF NO: COGTA: 07/02/2023**
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R261 372 - R307 890 per annum (Level 07)
: Qaukeni Kingdom
: National Senior certificate, plus an Undergraduate qualification (NQF level 6) in Office Administration/Public Administration/Social Science/Finance or Accounting. One to two years' experience the relevant environment. Computer literacy (Ms Word, Excel & Power Point). Administrative experience will be an added advantage. Driver's license is compulsory.
- DUTIES** : Ensure the smooth functioning of the office. Always ensure safekeeping of records. Assess incoming correspondence and distribution thereof. Provide secretariat duties during meetings. Distribution of invitations to relevant stakeholders as and when required. Manage the diary and provide logistical arrangements as and when required. Monitor the servicing of the king's vehicle and the management of the Logbook. Ensure that the offices in the kingdom are always clean. Liaise and communicate with other staff responsible for supporting.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 07/200** : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA 08/02/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 – R213 912 per annum (Level 05)
: Bhisho Head Office
: National Senior Certificate, plus National Diploma (NQF Level 6) in Human Resource Management /Public Management / Management and Computer literacy. Competencies: Knowledge and Understanding of Human Resource Management prescripts, and Legislation, Basic Conditions of Employment Act, Public Service Regulations, Analytical thinking & Report Writing.
- DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment and selection process, secondments. Facilitate that reference checks for interviewed candidates are conducted prior assumption of duty. Facilitate submission of forms for Personnel Suitability check to Security Officer (pre-employment screening forms), Acting appointments, Transfer, Relocation, Facilitate the verification of qualifications by suitable service provider and Confirmation of probations.

- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 07/201** : **SENIOR ADMIN CLERKS: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & COORDINATION REF NO: COGTA 09/02/2023 (X5 POSTS)**
- SALARY CENTRE** : R181 599 – R213 912 per annum (Level 05)
: Dalindyebo Region (X2 Posts)
: Qaukeni Region (X3 Posts)
- REQUIREMENTS** : Matric Certificate, Computer Literacy. Undergraduate Qualification (NQF 6) will be an added advantage.
- DUTIES** : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cashbook. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 07/202** : **STENOGRAPHER: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 10/02/2023**
- SALARY CENTRE** : R181 599 – R213 912 per annum (Level 05)
: Bhisho Head Office
- REQUIREMENTS** : National Senior Certificate, plus National Diploma (NQF Level 6) in Public Relations/Public Administration. Three (3) years' work-related experience. Computer literacy: Ms. Word, Ms. PowerPoint, Excel, email, and Internet. Code 8 Drivers' licence. Competencies: Accurate data recording skills. Secrecy and Confidential skills.
- DUTIES** : To accurately record and transcribe all proceedings of House sittings, Exco meetings and Chair of Chairs Committee meetings. To provide accurate minutes or reports of such proceedings. Ensure that all documents and deliberations of House sittings, Exco or Chair of Chairs are kept safe and in confidential manner at all times. To develop resolution register from House sittings, Exco meetings and Chair of Chairs Committee meetings. To keep track of progress on resolutions taken from House sittings, Exco meetings and Chair of Chairs Committee sittings and provide continuous update to the supervisor or management. Perform other duties that may be assigned to him/her in relation to coordination of House events.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 07/203** : **RECEPTIONIST: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 11/02/2023**
(Re-Advertisement)
- SALARY CENTRE** : R181 599 – R213 912 per annum (Level 05)
: Bhisho Head Office
- REQUIREMENTS** : National Senior Certificate. One (1) year reception related experience. Computer Literacy: MS Word, MS Office, Email, Excel, PowerPoint and Internet. Valid EB (Code 08 drivers' licence will be an added advantage. Competencies: Customer service skills. Organisational skills.
- DUTIES** : Answering, screening phone calls and refer to relevant offices. Receive and attend to clients visiting the institution and direct clients to relevant office. Will be responsible for correspondence management of institution. Perform clerical duties such as photocopying, faxing, documents, maintain reception equipment and malfunctions. Provide necessary administrative support when required.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080

e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 07/204 : **SENIOR ADMIN CLERK: AUXILIARY SERVICES REF NO: COGTA 12/02/2023**

SALARY CENTRE REQUIREMENTS : R181 599 – R213 912 per annum (Level 05)
: Bhisho Head Office
: National Senior Certificate. (NQF Level 6/7) in the relevant field will be an added advantage. 1 to 2 years work experience in the in facilities management and telecommunication field will be an added advantage. Computer Literacy: MS Word, Excel, PowerPoint and Outlook. Valid EB (Code 08 drivers' licence. Competencies: To be able to work under pressure, unsupervised and after hours.

DUTIES : Perform administration duties for telecommunication. Facilitate and monitor cleanliness in the department. Monitor office accommodation. Facilitate maintenance of buildings

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 07/205 : **SENIOR ADMIN CLERK: PROCUREMENT ADMINISTRATION REF NO: COGTA 13/02/2023**

SALARY CENTRE REQUIREMENTS : R181 599 – R213 912 per annum (Level 05)
: Bhisho Head Office
: National Senior Certificate. Bachelor's degree / National Diploma (NQF Level 6/7) in Supply Chain Management/equivalent Finance related qualification or minimum of two (2) years' experience in Supply Chain Management will be an added advantage. Computer Literacy: Microsoft Power Suit (Excel, Word, and PowerPoint). LOGIS knowledge will be an added advantage. Valid EB (Code 08 drivers' licence. Competencies: Demonstrative computer literacy (word processing, spreadsheets, presentations), understanding of SCM related Prescripts, basic numeracy, analytical thinking, problem solving skills, organising and time management. Ability to work effectively with officials across all levels within the Department, Good teamwork, excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and email etiquette.

DUTIES : 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. Reconcile manual orders to LOGIS whenever necessary. Provide technical assistance to cost centres, SCM and Finance. Draw report and interpret financial data. Create contract information and link to ICN and supplier number. Willing to work irregular hours.

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 07/206 : **MESSANGER DRIVER: CHAIRPERSON OF THE HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 14/02/2023**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R128 166 – R150 975 per annum (Level 03)
: Bhisho Head Office
: Abet Level 4 or (NQF Level 1-3). Valid B drivers' licence. Competencies: Excellent driving skills, good interpersonal skills and basic communication skills. Knowledge of transport regulations. Proven client focus and orientation. Sound interpersonal skills. Extensive travelling and willing to work extended hours, weekends and public holidays are essential.

DUTIES : Provide transportation of the Chairperson to official destinations. Liaise with the office of the Chairperson to ensure that the Chairperson arrive on time on his official meetings. Perform daily and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Report incident and accidents to the vehicle timeously. Maintain log book for official trips on daily basis.

ENQUIRIES : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

OFFICE OF THE PREMIER

- APPLICATIONS** : Applicants can apply using eRecruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za
- CLOSING DATE** : 10 March 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 (only when shortlisted). Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. 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. Applicants: Applications received after closing date will not be considered. No faxed applications will be accepted, No hand delivered applications will be allowed.

MANAGEMENT ECHELON

- POST 07/207** : **DIRECTOR: ECONOMY, TRADE AND INVESTMENT REF NO: OTP 01/02/2022**
(Re-advertisement – those applied previously are encouraged to re-apply)
- SALARY** : R1 105 383 per annum (Level 13)
- CENTRE** : Head Office: Bhisho
- REQUIREMENTS** : National Senior Certificate: B-Degree or B-Tech (NQF Level 7 recognised by SAQA undergraduate in Economics / Development Economics/ Finance /

Business Admin or related field. An additional post graduate qualification Public Management / Public Management will be an added advantage. 5 years' experience in Middle Management Services in the development planning, policy development and research environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Sound insight into the South African and global economy. In depth understanding of legislative framework that governs the Public Service, Sound knowledge of Public Finance Management Act, Government planning framework, Sound knowledge and understanding of the Government Planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation, Governance, Innovation and Knowledge Management, Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, Advanced knowledge of policy analysis, policy development and policy implementation and review processes, Advanced knowledge of modern systems of governance and administration, Advanced knowledge of public communication, public education, public engagement and discourse management processes, Knowledge of the latest advances in public management theory and practice, Knowledge of the policies of the government of the day, Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape, Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector, Knowledge of inter-governmental and international relations, Knowledge of communication, media management, public relations, public participation and public education. 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, Programme management, financial management skills. Practical experience in the development of policies and high-level policy implementation skills. Insight into the South African and global economy Public Administration /Management or Development Studies or any relevant degree in Social Sciences/Humanities/ Economics/ Development Economics).

DUTIES

: Render strategic policy advisory services on economic development, trade and investment in the province: Co-ordinate and support all relevant Institutions in the Province on economic development, trade and investment. Provide strategic advice on all matters pertaining to economy, trade and investment in the province and for the benefit of the Province. Facilitate the positioning of the Eastern Cape as an investment destination and promote collaborations that will foster international trade partnerships with the Province. Co-ordinate advocacy on trade and investment in the Province: in collaboration with relevant partners, facilitate establishment of platforms for comprehensive briefings to South African Heads of Diplomatic Missions and Trade Attachés on the strengths of the Eastern Cape as a destination for FDI, tourism and export opportunities prior to their departure for posting abroad. Facilitate capacity building international trade and investment for all Provincial Government institutions to promote conducive trade and investment environment across the province. Facilitate establishment of relations with Trade/Investment Attachés of all major economic hubs that are prioritised in the Provincial International Relations and Cooperation Strategy. Identify opportunities for the Eastern Cape to receive exposure in influential international publications and audiences. Ensure strategic positioning of the Eastern Cape in DIRCO, DTIC, Brand SA and other relevant institutions to ensure that the Eastern Cape participates in outward trade and investment missions and further hosts inward trade, investment, and tourism missions/exhibitions. Ensure the provision of economic development policy analysis and research support to Economic Advisors in the Province: Create a repository of accurate, reliable socio-economic data on investment opportunities, incentives and regulatory framework which could be customised into a pitch for responding to investor enquiries. Facilitate capacity building programmes and support to +departments, district municipalities, metros and public entities on economic development, trade and investment policy development processes. Co-ordinate relevant role players, economic sector advisory councils and working groups. Establish economic advisory councils and working groups. Revise and reconstruct the economic development

councils and propose revised structure and terms of reference. Develop an annual calendar of meetings and events. Provide secretariat support to the platforms. Facilitate development and implementation of an annual calendar of international investment, trade and tourism events at which the Eastern Cape will showcase its comparative and competitive advantages and its cultural heritage as a vehicle for building its brand abroad. Foster and manage collaboration with relevant role players including DEDEAT, ECDC, ELIDZ, COEGA IDZ, the ECPTA, metropolitan and district municipalities, etc, in ensuring mainstreaming of trade and investment in all twinning arrangements with international partners. Facilitate development and implementation of an annual calendar of international investment, trade and tourism events at which the Eastern Cape will showcase its comparative and competitive advantages and its cultural heritage as a vehicle for building its brand abroad. Track and monitor implementation of the Provincial economic development priorities and flagship projects. Conduct an analysis and validation of Economic Development Flagship projects. Assess and develop status progress reports on the implementation of the Economic Development Flagship projects. Present the Economic Development Flagship projects to decision making platforms. Monitor implementation of resolutions of economic advisory structures and platforms. 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.

ENQUIRIES

: can be directed to: Ms. N. Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059.

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: For: 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. 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

: 10 March 2023
: Applications must be submitted on the Z83 and a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Certified copies of qualifications will be requested to Shortlisted candidates. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in

compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

<u>POST 07/208</u>	:	<u>SOCIAL WORK MANAGER (PEOPLE WITH DISABILITY) GRADE 1</u>
<u>SALARY</u>	:	R831 015 annum, (an all – inclusive remuneration package)
<u>CENTRE</u>	:	Provincial Office (KWT)
<u>REQUIREMENTS</u>	:	National Senior Certificate / Grade 12 plus B Degree in Social Work (NQF level 7). A minimum of 10 year's appropriate experience in Social Work practice and registration with the SACSSP (a latest copy of registration will be required on shortlisted candidates). A five years' experience on supervision and management. A driver's license is a prerequisite. Competencies: Expert knowledge of the Mental Health Act no 17 of 2002, UN Standard Rules on the Equalization of Opportunities for Persons with Disabilities, UN Convention on the Rights of People with Disabilities, UN Comprehensive and Integral International Convention on the Protection and Promotion of the Rights and Dignity of Persons with Disabilities, World Programme of Action Concerning Disabled Persons, South African Disability Human Rights Charter White Paper no 6 Special Needs Education Building an inclusive Education and Training System 2001, White Paper on Integrated National Disability Strategy, White Paper on the Rights of Persons with Disabilities 2015, Plan of Action on the African Decade for Disabled People, Social Assistance Act 59 of 1992, Policy on Disability, Policy on Transformation and Management of Protective Workshops, Policy on Community Based Rehabilitation Services, Children's Act 38, 2005 as amended, Older Person's Act 13, 2006, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008. Experience in working with Persons with disabilities and Strategic planning skills. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills, research work and community development.
<u>DUTIES</u>	:	Provide strategic leadership to the Directorate through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Develop and strengthen relationships with the NGO and Government sectors within the Disability Sector. Ensure alignment of plans and budgets. Manage the finances of the Sub- programmes for Services to Persons with disabilities in line with the Public Finance Management Act. Analyze policies and develop programmes for the management of Services to Persons with disabilities. Coordinate other departments and civil society for integrated services and programmes for Persons with disabilities in residential and non- residential facilities (Protective Workshops and Community Based Rehabilitation Services (CBR). Provide a social work service of the highest, most advanced and specialized nature within defined area(s) of specialization with regard to the care, support, protection, economic empowerment and skills development of Persons with disabilities 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.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110 E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za