

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
PROVINCIAL TREASURY**

**APPLICATIONS** : Applications must be submitted using the e-Recruitment system which is available at: <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and 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: [Theliswa.Nkonyile@ectreasury.gov.za](mailto:Theliswa.Nkonyile@ectreasury.gov.za) (NB: For Technical Glitches Only – Not CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified contact person.

**CLOSING DATE** : 19 April 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 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 interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the 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 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 Are Urged To Submit Their Applications As Instructed Enquiries: [Theliswa Nkonyile](mailto:Theliswa.Nkonyile@ectreasury.gov.za) 083 8755 707 For e-Recruitment Enquiries, email: [Theliswa.Nkonyile@ectreasury.gov.za](mailto:Theliswa.Nkonyile@ectreasury.gov.za)

**MANAGEMENT ECHELON**

**POST 12/156** : **DIRECTOR: FINANCIAL ASSET MANAGEMENT REF. PT.01/03/2032**  
Purpose: To promote and enforce transparency and effective management of provincial asset and liability portfolio to ensure cash management, assets restructuring and financial management and provide support, coordination and leadership to the directorate

**SALARY** : R1 105 383 per annum (Level 13) (all-inclusive)

**CENTRE  
REQUIREMENTS**

: Head Office (Bhisho)  
: A Three-year Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Accounting/Public Finance/ Economics or relevant field coupled with 7 years' experience Finance or related field at least five (5) years' experience in a middle/senior management position (Deputy Director Level).

**DUTIES**

: Enforce PRF Monthly Forecasting Of Cash Requirements For PGM's To Maintain Liquidity: Ensure the funding of departments from the Provincial Revenue Fund (PRF) in line with prevailing prescripts ( PFMA, National Treasury Regulations); Maintain and Manage the banking relationship of the Province in relation to overall PRF and Departmental Paymaster General Accounts ( PMG ) ; Manage cash flow requirements and ensure sound cash flow forecasting of the Province maintained; Consolidated monthly reports on the liquidity of the PRF, Manage and monitor monthly and annual disbursement processes of departmental PMG accounts cognisant of National cash inflows in relation to equitable share and conditional grants; Ensure prudent investment of surplus funds in the PRF with reputable financial institutions in line with applicable investment policy and within acceptable risk governing the PRF; Sign-off and review PRF daily cash movement reports in ensuring liquidity. Monitor And Enforce Compliance With Cash Management Framework By Departments: All provincial departments complying with the Cash Management Framework in relation to its liquidity and sound cash flow forecasting, amongst others; Enforce surrenders of unspent funds by departments to the PRF in relation to both equitable share and conditional grants annual post audit of departmental Annual Financial Statement; Support departmental payments on government financial systems (BAS, PERSAL) in line with Cash flow projections. Support the enforcement of Own Revenue pay-overs by departments to PRF on weekly and monthly basis in line with all revenue collected by departments due to the PRF. Monitor and review monthly Bank reconciliation of transfers from the PRF to the departmental PMGs and Produce PRF Annual Financial Statement In Line With NT Prescripts: Annual financial statements produced for the PRF in line with NT prescripts and requirements; Liaise with the all key stakeholders, such as departmental CFOs as well as office of the Accountant General in ensuring compliance to the audit process of the PRF, Manage the Risk aspects of PRF and its liquidity; Participate in governing structures within the departments, but limited not to , the PRF; Ensure support and give guidance on PRF audit to your report staff. Ensure timeous response to AG audit findings. Sign-off and review PRF monthly reports. Review And Enforce Consolidation Of Monthly Reports On Compliance With PFMA Prescripts On Creditor Payments: Monitor and assist departments in their compliance to pay within the stipulated date as per prescripts; Manage and monitor monthly forum meeting with all departments to share best practices on creditor management processes; Manage and Monitor the relationship with all key stakeholders on compliance to payments with stipulated timeframes and communication aspects; Monitor and assist departments in their redeeming of the accruals and payables; Provide Age Analysis Of Staff Debtors Per Department And Interactions With Departments To Reduce Such. Monitor and engage departments on interventions undertaken to reduce debtors (both staff and any other) and interdepartmental debtors. Ensure to the support and review of quarterly reports on staff and interdepartmental debtors; ensure that all departments comply with the Liability Management Framework; Facilitate and review reports on Liability Management. Ensure Effective Communication and Stakeholder Management: Effective and efficient communication with internal and external stakeholders. Monthly co-ordination of unit meeting to share vision plans and new developments; ensure to that minutes are produced thereof. Supervise and co-ordinate the effective and efficient running and management of the Unit. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility, Ensure that vacancies are filled timeously and that the Recruitment, Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility). Implement And Manage Risk, Finance And Supply-Chain Management Protocols And Prescripts In Area Of Responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. Supply Chain Management policies and practices. Knowledge & application of PFMA & MFMA. Knowledge of Risk management policies and practices. Asset Management policies and practices. Financial Accounting. 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. Statistical and data analysis skills  
Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574  
For e-Recruitment Enquiries, email: Theliswa.Nkonyile@ectreasury.gov.za

**ENQUIRY**

**OTHER POSTS**

**POST 12/157**

**DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF: PT 02/03/2023**

Purpose: To manage the development, and implementation reviewal, of Contract Administration Services in the Department

**SALARY  
CENTRE  
REQUIREMENTS**

R766 584 per annum (Level 11) (all-inclusive)  
Head Office (Bhisho)  
A Three-year Degree (NQF level 7as recognised by SAQA) BCom Law / LLB / Supply Chain Management / Management/ Public Management/ Public Administration with Minimum of 5 years' experience in contract management experience of which 3 years must have been at an Assistant Director Level in SCM environment. Short Courses in Contract Management will be an added advantage.

**DUTIES**

Develop Departmental Contract Management Policies And Guidelines: Review Contract Management policies and procedures annually. Conduct research on best practices with regards to Contract Management policies and procedures. Draft recommendations of improvements and submit for approval. Manage Departmental Contracting: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendment cancelations and develop proposals for approval. Evaluate applications for deviations and make recommendations. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve contractual disputes. Maintain proper relationship with suppliers within the code of ethics monitor supplier performance according to the contract and service level agreement. Monthly update and maintain contract register, Prepare response on contract participation requests, ensure contracts payments are made timeously, Prepare and submit monthly and quarterly reports, Participate in Bid Committees. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills and Competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, National Treasury Instructions &Practice Notes. Applied Strategic Thinking, Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Computer Literate. Strong presentation skills. Good Communication Skills (verbal and written).

**ENQUIRIES**

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**POST 12/158**

**DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF: PT 03/03/2023**

Purpose: To monitor and analyze economic parameters and socio-economic imperatives across government departments and their inter-relation and relevance to the provincial Budget

**SALARY  
CENTRE  
REQUIREMENTS**

R766 584 per annum (Level 11) (all-inclusive)  
Head Office (Bhisho)  
Three-year Degree (NQF level 7 as recognised by SAQA) in Economics/ Statistics or related field coupled with minimum 5 years' experience in Economics or a related field of which 3 years must have been at an Assistant Director Level

**DUTIES** : Manage The Directorate Responsible for Developing a realistic and sustainable Fiscal and Medium-Term Budget Framework For The Province; Conduct analysis on key economic variables, their inter-relation and relevance for the budget. Conduct analysis on potential and constraints to growth and development and their interaction with government spending and revenue patterns/trends. Recommend alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Monitor the impact of previous fiscal policy objectives on selected economic variables. Monitor and manage institutional coordination and sector integration. Provide Strategic Leadership In The Planning And Implementation Of A Credible And Sound Revenue Budget. Facilitate and coordinate the medium term revenue planning process. Coordinate the inputs for the provincial revenue strategy; Provide support and coordinate the effective and efficient development of provincial revenue. Conduct analysis to assess revenue trends; and Compile revenue reports. Provide technical assistance in Data Analytics and the Application Of Economic Analysis Tools Monitor and support capacity development in the areas of fiscal policy analysis, econometric modelling and impact analysis Skills and Competencies: In depth understanding of the legislative framework that governs the Public Service. Knowledge & application of PFMA. Data analytics and research /econometric modelling (Stata /E-views/ R / SPSS), Project appraisals. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management and Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Risk management policies and practices. Supply Chain Management policies and practices. Client Orientation and Customer Focus. Communication (verbal & written) Computer Literacy

**ENQUIRIES** : Ms T. Nkonyile Tel No: 83 8755 707 /Ms B Ndayi Tel No: 060 543 5574  
For e-Recruitment Enquiries, email: Theliswa.Nkonyile@ectreasury.gov.za

**POST 12/159** : **DEPUTY DIRECTORS: INFRASTRUCTURE PLANNING REF: PT 04/03/2023 (02 POSTS)**

Purpose: To manage the planning of the infrastructure delivery and performance by Provincial Departments and Public Entities.

**SALARY** : R766 584 per annum (Level 11) (all-inclusive)  
**CENTRE** : Head Office (Bhisho)

**REQUIREMENTS** : A Three-Year Degree (NQF level 7 as recognised by SAQA) in Accounting / Economics / Built Environment in Quantity Surveying and/or Project Management. Coupled with a minimum of 5 years' experience in Financial Management/ Business/ Built Environment in public sector infrastructure of which 3 years must be at an Assistant Director level or higher.

**DUTIES** : Analyse The Infrastructure Funding Frameworks And Long-Term Infrastructure Planning; Integrated Portfolio Management Plans. Analyse departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Analyse infrastructure in sector departments to ensure that they maintain their facilities in line with the PFMA and GIAMA. Provide inputs into the provincial infrastructure strategy as well as support and monitor the implementation of strategy. Analyse the Construction Procurement Strategy of the infrastructure departments and ensure that the IDM Risk Management System is implemented. Analyse Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance. Analyse SDA to ensure compliance with Provincial IDMS requirements. Analyse the alignment of IDPs with Provincial Infrastructure Plans. Analyse Relevant Provincial Infrastructure Plans And Budgets And Provide Expert Infrastructure Inputs And Guidance, Infrastructure Expenditure Performance Report. Analyse infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans and provide support to infrastructure departments. Check that the committed budget proposals and recommendations are correctly captured. Analyse the credibility of budgets and financial data and make recommendations. Assist in analysing projects to ensure that infrastructure projects are closed out timeously and make recommendations for corrective actions. Draw expenditure reports from the system and analyse these together with infrastructure spending reports. Conduct an analysis and compile report with recommendations. On the alignment and correctness of data between IYM, IRM and BAS. Assist in the compilation of presentations and provincial consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Assist in analysing whether departmental infrastructure procurement takes place in line with approved plans. Analyse whether infrastructure departments incorporate the asset life cycle

management and maintenance into plans. Analyse infrastructure project cash flow projections and assist in providing recommendation to improve performance. Support departments to comply to DORA / requirements and to institutionalise best practice activities in line with the IDMS. Analyse provincial infrastructure capacitation challenges (including resourcing and training). Assist in updating all sector departments' with changes in reporting modules and legislative requirements. Analyse Over/Under Spending For Infrastructure Projects Of Provincial Departments In Terms Of Value For Money Considerations And Make Recommendation For Corrective Measures; Number of Infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model). Analyse and provide assistance so that infrastructure projects comply with the IDMS project management gateway system. Assist with infrastructure, budget and payments within departments to address infrastructure payment bottlenecks as it impacts significantly on time, cost and quality aspects for infrastructure projects. Provide assistance on infrastructure projects so that they comply with a framework for standardized unit costing. Undertake infrastructure site visits to assist in the investigate elements of value for money (e.g. Payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports). Assist in analysing project information from site visits, make recommendations in terms of corrective actions and update information into the GIS system. Assist in checking whether departments are utilising project close out guidelines (including the capitalisation of projects on to the asset register. 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 conduct Performance Assessments of subordinates. Ensure that all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PPT in realising its strategic objectives. Monitor expenditure and ensure it is within budget, Ensures that assets are managed, maintained and kept. Skills and Competencies; Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Contract Management incl. Construction Procurement. Financial Modelling (analysis of economic viability). Problem solving skills, Presentation, Project Management, Statistical and data analysis, Policy analysis and research, Analytical Thinker, Report writing, Presentation and Computer Literacy.

**ENQUIRIES**

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**POST 12/160**

: **DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT REF: PT 05/03/2023**  
Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks in municipalities.

**SALARY CENTRE REQUIREMENTS**

: R766 584 per annum (Level 11) (all-inclusive)  
: East London  
: B. Degree (NQF level 7 as recognized by SAQA) in Financial Management/Financial Accounting with Accounting as a major plus Minimum of 5 years' experience in Finance of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

**DUTIES**

: Reporting to the Director, the candidate will provide guidance and assistance on the technical application of accounting in compliance with the GRAP Reporting Framework as required by the Municipal Finance Management Act. Conduct research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board. Provide reports to the supervisor on the analysis and interpretation of Financial Statements to ascertain financial health of municipalities; Monitor implementation of audit action plans, Review MSCOA Implementation Plans of municipalities against set timelines to improve compliance and alignment with GRAP Standards and Business Processes. Monitor and assess the readiness of municipalities to submit quality financial statements as per legislated timeframes. Manage the analysis and review of Financial Management Capability Maturity Model (FMCMM) reports to determine weaknesses in financial management. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Disciplinary Board. Provide project management support to a team, including human resource management, planning, risk management and reporting.

Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management, accounting and reporting, internal audit, audit committee, risk management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and MSCOA.

**ENQUIRIES**

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**POST 12/161**

: **DEPUTY DIRECTOR: INTERGRATED, PLANNING, MONITORING, EVALUATION & POLICY COORDINATION REF: PT 06/03/2023**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R766 584 per annum (Level 11) (all-inclusive)  
: Head Office (Bhisho)  
: Three-year Degree (NQF level 7 as recognised by SAQA) in Public Administration / Public Management or any other related field coupled with minimum 5 years' relevant experience of which 3 years must have been at an Assistant Director Level

**DUTIES**

: Develop And Maintain Strategic-Plan and Reporting Guidelines: Develop and implement the departmental performance management framework. Implement the Framework for Strategic Plans and Annual Performance Plans. Coordinate submission and analysis of quarterly reports, annual reports and budget vote documents. Manage analysis of organisational performance. Monitor reporting on departmental programmes and activities against government programme of action, cluster projects and intergovernmental working groups. Monitor the implementation and evaluation of projects in line with the National Evaluation Policy Framework. Co-ordinate and Facilitate Strategic and Operational Planning Processes: Develop Strategic Plans, Annual Performance Plans and Operational Plans. Coordinate the submission of the budget vote documents. Coordinate and facilitate strategic and operational plan process. Facilitate the alignment of departmental Strategy to the government priorities. Train and support programmes on key planning concepts. Support programmes on the alignment of their plans to the budget. Manage Research and Policy Co-Ordination; Develop and maintain protocols and guidelines for policy development and approval. Facilitate the development and review of departmental policies. Provide advice and support to internal units on policy development and approval matters. Facilitate the development of a repository for departmental policy. Collect, store, analyse and disseminate research information. Develop and maintain protocols and guidelines for research projects that will assist in attainment of the provincial treasury mandate. 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. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance and ensure timely submission of Performance Agreements and Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Governance. Innovation and Knowledge Management. 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 Leaders

**ENQUIRIES**

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**POST 12/162**

: **ASSISTANT DIRECTOR: OD CHANGE MANAGEMENT & HR PLANNING REF: PT 07/03/2023**

Purpose: To facilitate the implementation of Organisational Development Interventions and Change Management Programmes in the Department.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R393 711 per annum (Level 09)  
: Head Office (Bhisho)  
: A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Production & Operations Management / Work Study Management Services /

## DUTIES

Public Management /Public Administration and Human Resources coupled with Minimum of three (3) years' relevant work experience must be at an officer Level (level 7 or higher). PERSAL Certificate will be an added advantage.

Review And Redesign Departmental Organisational Structure: Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organisational structure. Compile OD report. Implement and maintain post establishment. Conduct Business Processes Mapping and Develop Standard Operating Procedures for the Department; Identify and prioritise processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate The Development of Job Description, Co-Ordinate and ensure implementation of Job Evaluation for the Department; review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and review of Job Descriptions. Capture job descriptions on the developed database up to date job description database Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant JE structures. Draft report requesting approval of JE results and implementation of results. Capture JE results in the system (PERSAL). Assist in the review of departmental Job Evaluation (JE) policy. Conduct workshop on changes with regards to Job Evaluation process. Facilitate The Implementation of Change Management Programmes; Assist the development of change management best practice policies, processes and procedures and ensure alignment to the departmental aims and objectives. Facilitate the implementation of Change Management initiatives Assist in the identification of resistance and performance gap and assist with the development and facilitate implementation of corrective actions. Facilitate team building sessions to enhance the cohesiveness of the team. Facilitate implementation of change management by ensuring all necessary interventions such as organisation behavioural and cultural issues are outlined and implemented throughout the Department. Conduct organisational impact assessment. Manage and review change management strategies and plans that assist in maximising employee adoption. Assess and classify the impact of the process change on stakeholders and identify people readiness intervention. Render support and coaching to supervisors as they assist subordinates through organisational transitions. Facilitate and co-ordinate the implementation of the Organisational Functionality Assessment (OFA); facilitate the setting up of the governance structures for OFA. Facilitate and coordinate gathering of data for the OFA. Prepare, consolidate and assist in the analysis of the OFA data received from all the relevant stakeholders. Render secretarial services in the OFA related interventions. Facilitate and coordinate the reporting on the implementation of the OFA. Coordinate, facilitate and monitor the implementation of operations, Productivity Management Assessment; facilitate and coordinate quarterly meeting on OM and PM. Render secretarial services in the OM and PM Assessment Committee. Facilitate and coordinate gathering of data for the OM and PM. Prepare, consolidate and assist in the analysis of the OM and PM data received from all the relevant stakeholders. Facilitate and coordinate the reporting on the implementation of OM and PM. Facilitate and Co-Ordinate the Implementation of Hr Planning and Employment Equity in the Department. Assist in the development, implementation and maintenance of Human Resource Plan for the department. Review and maintain employment equity plan. Conduct analysis of existing HR delegations. Draft HR delegations report and submit to supervisor. Manage Area of Responsibility; Prepare progress report on compliance matters and submit report to OTP. 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 Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates Ensure assets are managed, maintained and kept safely by subordinates. Skills and Competencies: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Technical Skills on Organisational Design, post budgeting and establishment. Change Management. Diversity Management. Job Evaluation. Business Process

Modelling. Organisational Development Models. Strategic Planning as an OD Intervention. Team Building as an OD Intervention. Post Budgeting. Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment. Policy Analysis. Project Management Analytical thinking. Interpersonal Relations. Knowledge Management. Diagnosis Skill, Good Planning & Organising, Good Research Skills, Problem Solving, Facilitation, Consultation Skills Influencing, Good Communication Skills (verbal & written), Computer Literate

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**POST 12/163**

: **WEBMASTER: ICT MANAGEMENT REF: PT 08/03/2023**  
Purpose: To develop and provide the departmental website and intranet support services

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R393 711 per annum (Level 09)  
: Head Office (Bhisho)  
: A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) as recognised by SAQA) in Computer Science/ Information Systems/ Information Technology or any related field coupled by Minimum 3 years' experience in Web Application, Web Development, Cascading Style Sheets-CSS, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL.at an officer Level (level 7 or higher).

**DUTIES**

: Render Support in the Development of Policies and Procedure for the Department; Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. Render Support In The Development Of Website And Intranet: Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best-practice and new trends / approaches related to web-design. Perform technical research and analytical functions in respect of website technology and recommend changes for improvement to the website. Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. Render Support To End Users: Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability, and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites.

**ENQUIRIES**

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For e-Recruitment Enquiries, email: Thelisiwa.Nkonyile@ectreasury.gov.za

**POST 12/164**

: **ASSISTANT DIRECTOR: SCM, STRATEGIC PROCUREMENT & TRANSVERSAL CONTRACT REF: PT 09/03/2023**  
Purpose: To render SCM transversal contract management and strategic procurement mechanism and provide contract management support to Provincial Departments and Public Entities.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R393 711 per annum (Level 09)  
: Head Office (Bhisho)  
: National Senior Certificate and Degree (NQF level 7 as recognized by SAQA) in Financial Management / Public Administration, Majoring in Supply Chain and Public Finance or any other related field plus Minimum of 3 years' relevant experience at an officer level (level 7 or higher) In Supply Chain Management preferably in Contract Management environment.

**DUTIES**

: Render Awarding Compliance and Ensure an Effective Component; Co-ordinate the review process of business cases and conduct research on opportunities for transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Co-ordinate and support centralised supplier systems by ensuring that all complaints and enquiries are dealt with. Co-ordinate and provide support on the drafting of tender adverts and ensure that they are at an acceptable standard. Co-ordinate the review of Bids received from Departments by ensuring that the right processes of evaluating Bids have been followed; handle any anomalies detected in the review of submission process thereof. Render all secretariat services of the convening committees. Render The Implementation and Institutionalisation Of Contract Management. Co-ordinate the development of

questionnaires and conduct onsite assessments on current contract management practices in Provincial Departments and Public Entities. Render the development of a contract management plan in conjunction with the Department / Public Entity. Render the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Render support to departments on contract management disputes. Render the arrangement of contract management workshops and roll-out best practises to institutionalise contract management in the Departments. Promote Contract Management Strategic Procurement; Conduct and train Departments on spend analysis for all procurement in a financial year. Identify procurement needs for all departments. Monitor implementation of strategic Procurement Framework on set commodities. Co-ordinate implementation measures and monitor the impact of value for money initiatives against Departmental spend. Support initiatives to promote local economic development by ensuring compliance to the LEDPF and Treasury Regulations. 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. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. 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. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leadership. Computer Literate especially Excel. Good Communication Skills (verbal and written). Power point presentation

**ENQUIRIES**

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

**POST 12/165**

: **SENIOR STATE ACCOUNTANT: SALARIES ADMINISTRATION REF: PT 10/03/2023**  
Purpose: To render sound and effective salary administration and payroll management.

**SALARY CENTRE REQUIREMENTS**

: R331 188 per annum (Level 08)  
: Head Office  
: National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 6 or higher. Extensive understanding with Certificates of BAS and PERSAL systems. (Certificates will be submitted on / before Interview date)

**DUTIES**

: Facilitate Payment of Salaries and Deductions of Payments to Third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. Facilitate Clearance and Reconciliation Of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances are monitored to ensure that they become zero at month end and year-end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation Of Journals, Preparing Bas Payment Advice Journals And Payment Of Travel Allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance of the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.

**ENQUIRIES**

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

**POST 12/166** : **SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS & INVENTORY REF: PT 11/03/2023**  
Purpose: To render Stores and Warehousing Services for the Department.

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Degree in Commerce / Supply Chain Management / Procurement / Logistics coupled with Minimum of 2 years' experience in SCM / Logistics / Procurement environment.

**DUTIES** : Facilitate The Requisition, Receipt and Issuing of Stores Items; Receive and record requests from departmental staff. Prepare items requested. Draft memorandum requesting replenished and submit for approval. Assist in drafting budget memorandum for approval and ensure the alignment with sectional budget. Render Support In Maintaining Inventory Stock Level; Analyse inventory levels and ensure that request to replenish is initiated. Provide supervision in the preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. Render Support in Monitoring, Recording And Updating Of Bin Cards; Update of bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render Support in Managing Stock in the Department; Facilitate overall physical count process performed by the Inventory Unit. Performs spot-checks on all items that are on issue voucher. Prepare report for obsolete items identified during stock counts. 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. Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act. Supply Chain Management Policies and Practices. Risk Management Policies and Practices. Financial Accounting. Financial Management. Good Communication Skills (verbal & written). Computer Literate. Project Management. Planning and Organising. People Management. Problem Solving. Decision Making. Client orientation and customer focus.

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

**POST 12/167** : **PERSONNEL OFFICER: HUMAN RESOURCE SERVICES REF: PT 12/03/2023**  
Purpose: To render support services in the implementation of Conditions of Service in the Department.

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : National Senior Certificate (Matric/ Grade 12) coupled with Minimum of 1-year experience in Conditions of services. Extensive understanding with Certificates of PERSAL system. (Certificates will be submitted on / before Interview date)

**DUTIES** : Provide Support in the Implementation of Service Benefits; Receive and process housing allowance, Record and assist in ensuring timeous payment of service benefits on termination of service e.g. pensions and leave gratuity. Assist in processing of long service awards and other leave encashment processes. Receive and record state guaranteed applications and report on issued and released guarantees. Assist in verifying the correctness of S and T's calculations and documentation. Render And Administer Leave Matters; Assist in the compilation of quarterly leave reconciliations and draft report. Draft notice on all employees who exhausted their leave. Capture leave on PERSAL. Capture leave discounting and gratuity on PERSAL. Skills and Competencies: Human Resource Management prescripts and legislation. Procedure on incapacity leave and ill Health retirement. PERSAL System. Computer Literate. Project management, Analytical thinking, Report Writing, Presentation. People Management.

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

#### **SOCIAL DEVELOPMENT**

**APPLICATIONS** : Applications Must Be Submitted Via One of The Following Options: Or Provincial Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra

Road), King William's Town, for the attention of Ms. A Njaba or Post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605. For Districts Are to Be Sent To The Following: Alfred Nzo: The District Director, Department of Social Development, Private Bag X401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Shweni. Enquiries may be directed to Mr S Shweni at 039 – 2540900

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

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

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

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

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

**Sarah Baartman:** The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo at 046 636-1484

**OR Tambo:** Department of Social Development Private Bag X6000 Mthatha 5099 or hand delivered to office number 10-126 10th floor Botha Sigcawu Building, Corner Leeds and Owen Street, Mthatha, 5099 for attention of Mrs Z Dlanjwa (047 531 2504). The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [zukisa.moyeni@ecdsd.gov.za](mailto: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](mailto:zukisa.moyeni@ecdsd.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Enquiries can be directed to Ms Z. Moyeni at 043 605-5101 OR Ms A Njaba 043 605-5110. E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)

**CLOSING DATE**  
**NOTE**

: 19 April 2023  
: 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 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 interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the 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 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 Are Urged To Submit Their Applications As Instructed

#### **OTHER POSTS**

<b><u>POST 12/168</u></b>	<b><u>DEPUTY DIRECTOR: ADMINISTRATION REF NO. DSD 01/03/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R766 584.per annum (Level 11) : Sarah Baartman: Blue Crane LSO : National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Public Administration / Social Work / Social Sciences with a minimum of 3-5 years relevant experience of which 3 years must have been at the level of an Assistant Director. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license. Competencies: Extensive knowledge of the Social Development Sector. Understanding of the Legislative Framework relevant to the Social Development Sector. Sound knowledge of Financial, Human Resources and Supply Chain Management. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and Customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Must be developmental with a clear understanding of the South African policies on social transformation and community development.
<b><u>DUTIES</u></b>	: Be responsible for the overall management and control of the Blue Crane area. Render management of Developmental Social Welfare and Community Development Services. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
<b><u>ENQUIRIES</u></b>	: may be directed to M Sipambo at Tel No: 046 636-1484. e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 12/169</u></b>	<b><u>SOCIAL WORK SUPERVISOR GR1 (9 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R401 691.per annum : Alfred Nzo: Winnie Madikizela Mandela (Bizana) LSO (Ref no. DSD 02/03/2023) : Umzimvubu LSO (Ref no. DSD 03/03/2023) : BCM: Bhisho CYCC (Ref no. DSD 04/03/2023) : King Williams Town (Ref no. DSD 05/03/2023) : Chris Hani: Enoch Mgijima (Molteno) LSO (Ref no. DSD 06/03/2023) : Joe Gqabi: Lulama Futshane CYCC (Ref no. DSD 07/03/2023) : NMM: Enkuselweni Place of Safety X2(Ref no. DSD 08/03/2023) : OR Tambo: Flagstaff LSO (Ref no. DSD 09/03/2023)
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations

Procedure in highly unionised environment. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

**DUTIES** : Ensure that a Social Work Service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and Volunteers to ensure an effective social work service. Keep up to date with the new developments in the Social Work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions. To supervise social workers to ensure compliance in the implementation of departmental policies and legislation. To monitor implementation of developmental social welfare programmes in line with departmental policies. To ensure monitoring and support of funded and unfunded organisation/ NPO's. To ensure integration of service with stakeholders and other governmental departments through meetings and community mobilization. Attend to any other matters that could result in, or stem from, social stability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willing to travel.

**ENQUIRIES** : Alfred Nzo Enquiries may be directed to Mr S Shweni at Tel No: 039 254 0900  
BCM Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675  
Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709  
Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616  
Ms P Tsuputse at Tel No: 051 633-1609.  
NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
OR Tambo. Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/170** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**

**SALARY** : R393 711.00per annum (level 9)  
**CENTRE** : Alfred Nzo: District Office (Ref No. DSD 10/03/2023)  
OR Tambo: District Office (Ref No. DSD 11/03/2023)

**REQUIREMENTS** : National Senior Certificate plus a B. Degree/ National Diploma in Human Resource Management/ Public Management/ Equivalent qualification with 3 years of experience must be at a supervisory level (salary level 7/8) in the relevant field. A valid South African driver's license is a prerequisite. Computer Certificate or Computer as a passed module or subject. Knowledge of PERSAL will have a distinct advantage. Competencies; Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government Sector. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure, code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.

**DUTIES** : Facilitate and coordinate training and development initiatives for employees in the Department. Implement, monitor and evaluate the Departmental Skills Development Plan. Implement, monitor and evaluate the Continuous Professional Development (CPD) Programmes in the Department. Implement, monitor and evaluate the Internship Programmes in the Department. Implement, monitor and evaluate the Learnership Programmes in the Department. Implement, monitor and evaluate the Departmental Bursary Scheme. Coordinate, administer and monitor the implementation of the Departmental Talent Management initiatives. Manage the efficient utilization of HRD allocated resources (human and financial).

**ENQUIRIES** : Provincial Office Enquiries may be directed to A Njaba at 043 605 5110/ 5101.  
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa 047 531 2504.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/171** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF: DSD 12/03/2022**

**SALARY** : R393 711.per annum (Level 9)  
**CENTRE** : Provincial Office

**REQUIREMENTS** : National Senior Certificate plus a B Degree/ National Diploma in Commerce; Financial Management; Logistics; Asset Management. 3 years' experience must be functional

experience in Moveable Assets and Disposals Assets, of which two years at supervisory level (salary level 7/8). Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Knowledge of government priorities, policies e.g. PFMA, TR, acts governing risk management. Knowledge of applicable accounting standards to Moveable Assets and Disposal Management. Knowledge of applicable SCM prescripts to disposal management. Knowledge of risk management, auditing and financial field. Skills: financial management and procurement, research and policy formulation, problem solving and interpersonal conflicts, good Communication skills (verbal, writing and other), problem-solving skills, project management.

**DUTIES** : Develop and maintain Moveable Asset Disposal register. Maintain Damage and loss control register. Evaluate and monitor losses and disposal of assets. Identify risks. Work with Moveable Asset Management on twice yearly physical verification and reconciliation. Manage the disposal of assets and support to MLRF Disposal Committee as secretariat. Manage the loss of assets and support to MLRF Loss Committee as secretariat. Maintain the entity's leased asset register. Plan and execute verification of obsolete asset throughout the Province. Execute the physical disposal process; ensure that assets are disposed systematically. Ensure efficient travel and accommodation activities. Policy development, Circular and standard operating procedures. Manage resources (Human, Financial, Equipment/ Assets) in the section.

**ENQUIRIES** : can be directed to Ms A Njaba at Tel No: 043 605-5101/ 043 605-5110.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/172** : **SOCIAL WORKER GRADE 1 (9 POSTS)**

**SALARY CENTRE** : R269 301.per annum  
: Alfred Nzo: Matatiele LSO (Ref No. DSD 13/03/2023)  
: Amathole: Idutywa LSO (Ref No: DSD 14/03/2023)  
: Centane LSO (Ref No: DSD 15/03/2023)  
: BCM: Mdantsane 2 LSO (Ref No: DSD 16/03/2023)  
: Chris Hani: Intsika Yethu (Cofimvaba) LSO (Ref No: DSD 17/03/2023)  
: Sakhisizwe (Cala) LSO (Ref No: DSD 18/03/2023)  
: Joe Gqabi: Burgersdorp LSO (Ref No: DSD 19/03/2023)  
: Mount Fletcher LSO (Ref No: DSD 20/03/2023)  
: OR Tambo: Port St Johns LSO (Ref no: DSD 21/03/2023)

**REQUIREMENTS** : National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

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

**ENQUIRES** : Alfred Nzo Enquiries may be directed to Mr S Shweni at Tel No: 039 254 0900.  
Amathole Enquiries may be directed to Ms Z. Habe at 0437116626.  
BCM Enquiries may be directed to Ms P. Kula 043 705-5675.  
Chris Hani Enquiries may be directed to Ms Mzinjana at (045) 8083709  
Joe Gqabi Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Ms P Tsuputse at 051 633-1609.  
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa 047 531 2504.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/173** : **SOCIAL WORKER GRADE 1 REF NO. DSD 22/03/2023**

**SALARY CENTRE** : R269 301.per annum  
: Amathole: Idutywa LSO

**REQUIREMENTS** : National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Knowledge: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

**DUTIES** : Provide preventative, developmental and integrated services and programmes to Older Persons and People with disabilities. Provide social welfare services to children and people infected with HIV/AIDS, family preservations programs and social relief. Provide Psycho-social support to al the vulnerable groups and their families. Render Support to Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

**ENQUIRES** : Amathole Enquiries may be directed to Ms Z. Habe at Tel No: 0437116626.  
E-Recruitment Technical Enquiries: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za)

**POST 12/174** : **SOCIAL WORKER GRADE 1 REF NO. DSD 23/03/2023**

**SALARY** : R269 301.per annum  
**CENTRE** : Chris Hani: Ezibeleni OSC

**REQUIREMENTS** : National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

**DUTIES** : Rendering of advocacy and educational programmes to individuals, families, groups and communities. Provision of expert assessment regarding the needs, risks and resilience of offenders and victims to assist courts on individualized interventions and sentencing options. Acting as an expert witness in court regarding the appropriate sentencing of children and adults. Reintegration of children who have been discharged from Child and Youth Care Centres. Provision of Home-Based supervision of children placed under an appropriate adult. Challenging of offending behaviour and helping offenders to realize the impact of their behaviour on themselves, families, the community and their victims. Compiling of reports on the compliance and non-compliance of the persons placed under the supervision of Probation Officers. Facilitation of diversion and restorative justice processes. Care, support, referral to and provision of mediation in respect of victims of crime, and any service under the Probation Services Act 116 of 1991, amended by section 35 of 2002.

**ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/175** : **ADMIN OFFICER: HRD REF NO. DSD 24/03/2023**

**SALARY** : R269 214.per annum (level 7)  
**CENTRE** : Chris Hani: District Office (

**REQUIREMENTS** : Senior Certificate plus an appropriate Degree/ National Diploma in Human Resources Management/ Public Management plus a minimum of 1-2 years' experience in Human Resources Environment. PERSAL Introduction certificate is a prerequisite. A valid South African driver's license will be an added advantage Competencies: Knowledge of PERSAL system. Understanding of Human Resources Management policies, procedures and processes. PMDS & Computer Literacy (Word, Excel, PowerPoint).

- DUTIES** : Plan and Implement the performance management and development system  
Coordinate meetings for PMDS Committee at District level and keep records. Attend to PMDS, Training, Social Services, Occupational Specific Dispensation (OSD) related queries. Facilitate the establishment of Skills Development Committee at District level. Conduct workshop on PMDS & OSD (Social Services) throughout the District. Provide secretarial duties during PMDS Moderation. Ensure the contracting, reviewal and assessments of employees. Coordinate training interventions at District level. Prepare monthly, quarterly and half yearly and annual reports
- ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 12/176** : **ADMIN OFFICER: EMPLOYEE WELLNESS (X2 POSTS)**
- SALARY CENTRE** : R269 214.per annum (level 7)  
Chris Hani: District Office (Ref no. DSD 25/03/2023)  
OR Tambo: District Office (Ref no. DSD 26/03/2023)
- REQUIREMENTS** : Senior Certificate plus a B Degree/National Diploma in Human Resources Management/ Public Management plus a minimum of 1-2 years' experience in Human Resources Environment. PERSAL Introduction certificate is an added advantage. A valid South African driver's license will be an added advantage  
Competencies: Knowledge of PERSAL system Understanding of Human Resources Management policies, procedures and processes. PMDS & Computer Literacy (Word, Excel, PowerPoint)
- DUTIES** : Plan and implement the SHER`Q programs, interventions and projects according to the strategies and policies. Monitor adherence to legislation, policies and strategies as it relates to EAP & Safety of employees. Support and supervise SHE Reps and other O.H.S functionaries. Identify and asses' hazards in the workplace. Conduct inspection of the buildings. Coordinate meetings of safety committee and keep records. Coordinate meetings of safety committee and keep records. Attend to employee health and wellness & safety related queries. Investigate injury on duty incidents and submit reports. Facilitate the establishment of Safety, First Aiders, Fire Marshall structures. Conduct workplace safety inspections and keep records. Conduct awareness sessions on health and safety matters. Prepare monthly, quarterly and half yearly and annual reports. Coordinate implementation of the Employee Wellness strategy in the district. Attend and provide intervention to all referred cases. Arrange vicarious Trauma Debriefing sessions for all affected employees. Facilitate management of IOD and occupation diseases cases. Liaising with activities to Employee Wellness Programme. Ability to conduct research and write report
- ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709.  
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 12/177** : **ADMIN OFFICER: SCM REF NO. DSD 27/03/2023**
- SALARY CENTRE** : R269 214.per annum (level 7)  
NMM: District Office
- REQUIREMENTS** : National Senior Certificate plus a B Degree/National Diploma in Supply Chain Management/Logistics/Public Management plus a minimum of 1-2 years' experience in Supply Chain Management Environment. BAS, LOGIS and MIS will be an added advantage. A valid South African driver's license will be an added advantage  
Competencies: Knowledge of the following: BAS/LOGIS system, asset disposal procedure, Assets Management, Supply Chain Policies, Department of Social Development mandate, knowledge and understanding of legislative framework governing the Public Services.
- DUTIES** : Render administrative support to SCM Unit, update and maintain supplier database. Register suppliers on CSD/SDIMS system. Render demand and acquisition administrative support. Undertake logistical support services for the unit. The provision of support to the management of requests for quotations (RFQ) and Tenders. Assist with the invitation of quotations and closing of tenders. Receive, check, and capture quotations responses and handover for valuation. Source quotations from various service providers. Provide Secretariat or logistic support during BID consideration and contract conclusion process.
- ENQUIRIES** : NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 12/178** : **STATE ACCOUNTANT: INTERNAL CONTROL UNIT (PRE-AUDIT) REF NO. DSD 28/03/2023) (2 POSTS)**

**SALARY** : R269 214.per annum (level 7)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate, B. Degree/ National Diploma Internal Audit (NQF level 6) in Internal Auditing or Auditing with minimum of 2 years' experience at Internal Control Unit (ICU)/ Finance Unit. A valid South African driver's license will be an added advantage. Computer Literacy. Knowledge of Internal Controls and Government Regulations, Policies and Prescript will be a distinct advantage. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Knowledge in the application of Internal Control practice and ethics and relevant Government Regulations and Policies. Good communication skills, report writing skills, facilitation skills, Co-ordination skills, Liaison skills, Networking, Decision-making skills, Accounting skills, Financial Management and Project Management skills, sound interpersonal and conflict management skills.

**DUTIES** : Analyse and enforce application of Government regulations, policies and prescripts in financial related transactions. Maintain and evaluate the implementation of policies and procedures. Ensure that procurement and payment requests comply with relevant statutory prescripts. Check the authenticity of the payment request and vouchers prior to the processing and payment thereof. Ascertain that Pre audit certificates are issued within reasonable time upon receipt of commitment requests. Monitor internal control. Train ICU staff in internal control and in implementation of systems. Conduct workshops and attend bilateral meetings with programme managers. Ensure compliance with relevant legislation and regulations. Ensure verification of financial delegation of powers prior to effecting payment requests and vouchers. Prevent Irregular, Fruitless and Unauthorised Expenditure and maintain their registers. Act as Secretariat of Irregular, Fruitless and Authorised Expenditure Committee and do all necessary. Activities like provision of required payment vouchers, typing correspondences, and reports relating to Irregular, Fruitless and Authorised Expenditure.

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

**POST 12/179** : **PRINCIPAL PERSONNEL OFFICER REF NO. DSD 29/03/2023**

**SALARY** : R269 214.per annum (level 7)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management or equivalent coupled with 2 years' relevant experience. Introduction to PERSAL certificate is a prerequisite. Competencies: Human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's licence.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: Implement service benefits and leave management. Ensure effective processing of housing allowance, long service recognition, resettlement claims, termination of service, leave gratuities and pension withdrawal claims. Approve transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES** : Provincial Office Enquiries may be directed to A Njaba at Tel No: 043 605 5110/ 5101.  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 12/180** : **COMMUNITY DEVELOPMENT PRACTITIONER GR1 (3 POSTS)**

**SALARY** : R227 550.per annum  
**CENTRE** : Alfred Nzo: Matatiele LSO (Ref no. DSD 30/03/2023)  
Amathole: Idutywa LSO (Ref no. DSD 31/03/2023)  
OR Tambo: Tsolo LSO (Ref no. DSD 32/03/2023)  
**REQUIREMENTS** : National Senior Certificate plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a

facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.

**DUTIES** : Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.

**ENQUIRIES** : Alfred Nzo Enquiries may be directed to Mr S Shweni at Tel No: 039 254 0900. Amathole Enquiries may be directed to Ms Z. Habe at Tel No: 0437116626. OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 12/181** : **ACCOUNTING CLERK REF NO. DSD 33/03/2023**

**SALARY** : R181 599.per annum (level 5)  
**CENTRE** : Chris Hani: Enoch Mgijima (Queenstown) LSO  
**REQUIREMENTS** : National Senior Certificate plus a National Diploma /B Degree in Logistic, Commerce, Supply Chain Management, Public Management/ Financial Management/ Business Management or and equivalent appropriate tertiary qualification with at least 1-year relevant experience. PERSAL Introduction and BAS certificate will be an added advantage. Competencies: Extensive Knowledge of procurement and provisioning administration. Understanding of SCM policies, procedures and processes, PFMA and applicable treasury regulations. Knowledge and experience of departmental MIS system. Understanding of Human Resources Management policies, procedures and processes LOGIS and Computer Literacy (Word, Excel, PowerPoint). A valid driver's license will be an advantage.

**DUTIES** : Request BAS and LOGIS reports for the reconciliation purposes Provide supply chain clerical support services• Receive, verify and printing of claim forms from various NGOs. Register, capture, admit and update beneficiary's information on MIS. Ensure timeous submission of claims to the District. Perform stores administration and stock control Stock replenishment. Issuing and receiving of stock. Maintain bin cards and update relevant records. Assist with stock taking and stock checks. Verify quality, quantity and correctness, and report stock discrepancies. Cleaning and tidying up the stores. Receiving and issuing stock on LOGIS. Perform stores administration and stock control. Stock replenishment, Issuing and receiving of stock. Maintain bin cards and update relevant records. Submit weekly, monthly and quarterly reports. Attend all payment related queries. Prepare monthly accrual reports Reconcile commitments and suppliers accounts. Bookkeeping of the documents and cash.

**ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 12/182** : **VOCATIONAL INSTRUCTOR REF NO. DSD 34/03/2023**

**SALARY** : R181 599.per annum (level 5)  
**CENTRE** : Joe Gqabi: Lulama Futshane CYCC  
**REQUIREMENTS** : National Senior Certificate. NQF Level 4. Registration with SACE. Qualified Assessor, Moderator and experience in training college students will be an added advantage. A valid code 8 Driver's License will also be an added advantage. Competencies: knowledge of the TVET sector. Knowledge of the occupational programmes. Sound Computer Skills in MS office

**DUTIES** : Facilitate the teaching, integrated learning and practical training in the various subjects within related programme. (through lesson planning according to the Subject and Assessment Guidelines). Participate in all other teaching responsibilities, including academic support. Always manage students within the subject (discipline). Create an environment that is conducive to learning. Development training material and identify relevant techniques/ models for training needs. Develop relevant assessment related duties. Attend relevant training workshops and apply knowledge where applicable. Keep up to date with the latest development in the field of study. Assist to prepare students for the world of work. Be prepared to assist with any other teaching and learning activities that might be expected of the applicant.

**ENQUIRIES** : Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616 or Ms P Tsputse at Tel No: 051 633-1609  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/183** : **ADMIN CLERK (2 POSTS)**

**SALARY** : R181 599.per annum (level 5)  
**CENTRE** : Alfred Nzo: Matatiele LSO (Ref no. DSD 35/03/2023)  
Joe Gqabi: Senqu LSO (Ref no. DSD 36/03/2023)

**REQUIREMENTS** : National Senior Certificate. Basic knowledge of administrative process. Good communication (verbal and written) and report writing skills. Computer literacy or computer as a passed module or subject. PERSAL and BAS certificate will be an added advantage. Competencies: Good understanding of Public Service Prescripts. Knowledge of PFMS and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

**DUTIES** : Render general fleet support services. Render general clerical support services. Provide Supply Chain clerical support services within the district. Provide personnel administration clerical services within the district. Provide financial management support services in the district.

**ENQUIRES** : Alfred Nzo Enquiries may be directed to Mr S Shweni at Tel No: 039 254 0900.  
Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616 OR Ms P Tsputse at Tel No: 051 633-1609  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/184** : **PROVISIONAL ADMIN CLERK REF NO. DSD 37/03/2023)**

**SALARY** : R181 599.per annum (level 5)  
**CENTRE** : Sarah Baartman: Humansdorp LSO

**REQUIREMENTS** : National Senior Certificate. Computer literacy or computer as a passed module or subject. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

**DUTIES** : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Compile Monthly, Quarterly and Annual Reports

**ENQUIRIES** : may be directed to M Sipambo at Tel No: 046 636-1484  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/185** : **SOCIAL AUXILIARY WORKER GR1 (2 POSTS)**

**SALARY** : R154 950.per annum  
**CENTRE** : BCM: Mdantsane 1 LSO (Ref no. DSD 38/03/2023)  
OR Tambo: Libode LSO (Ref no. DSD 39/03/2023)

**REQUIREMENTS** : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

**DUTIES** : Provide administrative support to Social Workers. Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and persons living with disability. Monitor Home Based Community Care Centres. Maintain an efficient and effective system to ensure a smooth flow of information to Social Workers and Clients

**ENQUIRIES** : BCM Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675.  
OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at Tel No: 047 531 0944.  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 12/186** : **SOCIAL AUXILIARY WORKER GR1 REF NO. DSD 40/03/2023 (3 POSTS)**

**SALARY** : R154 950.per annum  
**CENTRE** : Chris Hani: Ezibeleni OSC

**REQUIREMENTS** : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South

African driver's license will be an added advantage. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

**DUTIES** : Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and like skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young persons placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

**ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709.  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 12/187** : **FOOD SERVICE AID WORKER/ SUPERVISOR (7 POSTS)**

**SALARY** : R151 884.per annum (level 4)  
**CENTRE** : Chris Hani: Ezibeleni OSC (Ref no. DSD 41/10/2022) (3Posts)  
Joe Gqabi: Maletswai OSC (Ref no. DSD 42/03/2023) (4 Posts)

**REQUIREMENTS** : Grade 7 or ABET Level 4, ability to read and write Competencies: Communication skills, problem solving skills, Computer literacy skills

**DUTIES** : Supervise staff working under food service section, ensure that staff members under his/her unit filled their work plan on time, Perform general assistant work (load and off load goods, equipment to relevant destination. Work closely with Centre Manager and Staff within the Centre, cleaning, assist in repair of equipment in the Centre, ensure clean a clean yard and garden, report damaged machinery, maintain and keep record of the allocated tools Cleaning and tidying up the facility, ensure timeous submission of the assigned task, Assist in any duties that may be tasked from time to time,

**ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709.  
Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616  
OR Ms P Tsuputse at Tel No: 051 633-1609  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za.

**POST 12/188** : **LAUNDRY SUPERVISOR REF NO. DSD 43/03/2023**

**SALARY** : R151 884.00per annum (level 4)  
**CENTRE** : NMM: Ernest Malgas Treatment Centre

**REQUIREMENTS** : National Senior Certificate or Grade 12. 5 years previous experience in laundry services  
Competencies: Ability to read and write. Good interpersonal and communication skills. Ability to operate washing and ironing equipment. Computer skills will be an added advantage.

**DUTIES** : Stock keeping and ordering of laundry material. Supervise activities concerning, washing, drying, ironing, folding and storing of laundry linen closets. Keep equipment and laundry area clean. Report any damaged laundry. Record stock issuing of stock issuing to section

**ENQUIRIES** : NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750  
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

**POST 12/189** : **CHILD AND YOUTH CARE WORKER GR1 (2 POSTS)**

**SALARY** : R147 366 per annum  
**CENTRE** : BCM: John X Merrimen (Ref no. DSD 44/03/2023)  
NMM: Erica Place of Safety (Ref no. DSD 45/03/2023)

**REQUIREMENTS** : National Senior Certificate or equivalent qualification. Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work will be an added advantage. Computer literacy. Must not be listed in the National Register for Sex Offenders. Computer literacy. Drivers' license will be an added advantage. Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.

**DUTIES** : Holistic care of children/youth in conflict with the law in residential care. Serve on a multi-disciplinary team. Behaviour Management of children/youth in conflict with the law. Development and execution of residential developmental and recreational programmes. Writing and presenting reports. Mentoring and counselling individual young people. Willingness to learn. Willingness to work shifts and weekends

**ENQUIRIES** : BCM Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675.  
NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750.  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

- POST 12/190** : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR1 (2 POSTS)**
- SALARY CENTRE** : R147 366.per annum  
: Joe Gqabi: Lady Grey LSO (Ref no. DSD 46/03/2023)  
: OR Tambo: Tsolo LSO (Ref no. DSD 47/03/2023)
- REQUIREMENTS** : National Senior Certificate or equivalent qualification. Proficiency in computers and inventories would be an added advantage. Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.
- DUTIES** : Must have knowledge of community development environment, attitudes and values for the engagement in the social development of communities. Must understand the social dynamics of communities. Must be able to assist with the facilitation and implementation of various social development programs/interventions.
- ENQUIRIES** : Joe Gqabi Ms N. Duba at Tel No: 051 633-1616  
: OR Ms P Tsputse at Tel No: 051 633-1609.  
: OR Tambo Enquiries may be directed to Ms Z. Dlanjwa at Tel No: 047 531 0944.  
: e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 12/191** : **HANDYMAN (2 POSTS)**
- SALARY CENTRE** : R128 166.00per annum (level 3)  
: Chris Hani: Ezibeleni OSC (Ref no. DSD 48/03/2023)  
: Joe Gqabi: Maletswai OSC (Ref No. DSD 49/03/2023)
- REQUIREMENTS** : ABET/Grade 7 (NQF Level 4), ability to read and write Trade Certificate/ Qualification will be an added advantage; One (1) year work experience in a Secure Centre will be necessary. Competencies; A good understanding of the following: General Farm work/ activities; General farm infrastructure maintenance activities; Communication Skills. Knowledge of operating machinery / gardening tools and be willing to work overtime in case of emergency
- DUTIES** : Infrastructure maintenance. Conduct regular building inspections. General farm work/ activities. Repair broken furniture and equipment. Report defects in terms of infrastructure and equipment. Safekeeping of maintenance tools and supplies. Attend to minor electrical, plumbing and carpentry problems.
- ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana at Tel No: (045) 8083709.  
: Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616  
: OR Ms P Tsputse at Tel No: 051 633-1609  
: e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 12/192** : **DRIVER REF NO. DSD 50/03/2023**
- SALARY CENTRE** : R128 166.per annum (level 3)  
: NMM District Office
- REQUIREMENTS** : National Senior Certificate/ NQF Level 4 qualification / equivalent relevant experience. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver. Shortlisted candidates will undergo a competency assessment on driving. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.
- DUTIES** : Driving for District Office. Responsible for transporting of goods/mail to and from District office to post office as well as Area/District office and wherever it is required to deliver and collect goods.
- ENQUIRES** : NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750.  
: e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 12/193** : **DRIVER REF NO. DSD 51/03/2023**
- SALARY CENTRE** : R128 166.per annum (level 3)  
: Provincial Office
- REQUIREMENTS** : National Senior Certificate/ NQF Level 4 qualification / equivalent relevant experience. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver. Shortlisted candidates will undergo a competency assessment on driving. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.

- DUTIES** : Responsible for transportation of departmental officials to various destinations across the Province. Assist in delivery of mail to various points. Taking vehicles for service/maintenance purposes. Assist in loading and off-loading Departmental goods
- ENQUIRIES** : Provincial Office Enquiries may be directed to A Njaba at Tel No: 043 605 5110/ 5101. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

### **TRANSPORT**

***The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.***

- APPLICATIONS** : Applications must be submitted using the e-Recruitment system which is available at: <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and 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: Simphiwe.Mgudlwa@ectransport.gov.za (NB: For Technical Glitches Only – Not CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applications not submitted as specified will be regarded as lost and therefore will not be considered. Please take note, NO hand delivered applications will be allowed as the department is using E-recruitment system.

**CLOSING DATE** : 19 April 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 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 interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the 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 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 Are Urged to submit Their Applications as Instructed This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

### **MANAGENT ECHALON**

<b><u>POST 12/194</u></b>	:	<b><u>DIRECTOR: TRAFFIC LAW ENFORCEMENT REF.DOT 01/03/2023</u></b> (Re-Advertisement Applicants who applied previously are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R1 105 383 – R1 302 102.per annum (Level 13) (An all – inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Head Office- KWT
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in LLB / Traffic Management / Transport Management / Public Administration / Public Management. 5 years' experience at middle management in the relevant environment. Active road traffic law enforcement officer registration certificate .SMS pre-entry certificate as offered by the National School of Government (NSG). Executive Development Programme will be an added advantage. A Valid Driver's License. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.
<b><u>DUTIES</u></b>	:	Manage post crash response spiritual and counselling services: Attend to all road disasters as per Road Incident Management Systems (RIMS). Liaise with RAF to assist victims of the accidents. Deal with accident and data collection, reporting, capturing and statistics. Manage accident data analysis to guide Traffic Law Enforcement. Manage provision of transport regulation media liaison services. Manage provision of counselling and spiritual services. Manage traffic law enforcement operations and control services: Formulation of strategies to enforce traffic laws. Manage collection of Road Environment Factors information. Planning and implementation of special law enforcement operations including the Arrive Alive project. Coordination of provincial traffic law enforcement activities including developing and maintaining relations with other Law Enforcement organizations. Ensuring resources required for law enforcement are made available. Ensuring morale of traffic officers is developed and kept high. Ensure traffic summonses are promptly served and court cases prosecutions effected. Manage preparation of Provincial law enforcement reports to guide future planning. Manage provision of public transport law enforcement services: Ensure public transport operations are carried out within the parameters of the law. Set policy with regard to the practical and theoretical training of transport inspectors. Conduct investigations on irregularities on the road and taxi ranks. Monitor the allocation of bus routes. Implement the national and provincial freight administration and overload strategy: Implement policies and regulations for the control and elimination of overloading. Ensure linkage with the Strategic Freight and Development Corridors initiative. Control the movement of dangerous goods and abnormal loads. Manage the Abnormal Load Permit Issuing. Manage System and Abnormal Vehicle Registration System. (AVR). Manage issuing of abnormal load exemption permits. Ensure that weighbridges are run efficiently and effectively. Liaise constantly with law enforcement to ensure that overloaded vehicles are prosecuted. Compile monthly statistics on overload control. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458/7674/7539/7572/7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of EE Plan of the department, all groups are encouraged to apply.
<b><u>POSTS 12/195</u></b>	:	<b><u>DISTRICT ROADS ENGINEER-DRE (CHIEF ENGINEER) GR A REF.DOT 02/03/2023</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R1 090 224 per annum (OSD) (An all – inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Amathole

- REQUIREMENTS** : National Senior Certificate, B. Degree (NQF level 7 as recognized by SAQA) in Civil Engineering, 6 years' experience post qualification. Registration with ECSA as professional engineer/Technologist. A Valid Driver's license. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Eastern Cape Roads Act, Roads and Ribbon Development Act, Roads Maintenance Manuals, Knowledge of collective bargaining Procurement directives.
- DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within a cross operation, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458/7674/7539/7572/7504  
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

#### **OTHER POSTS**

- POST 12/196** : **DEPUTY DIRECTOR: TRANSPORT SAFETY EDUCATION REF. DOT03/03/2023**  
(Re-Advertisement)
- SALARY** : R908 502 – R1 070 169.per annum (Level 11) (An all – inclusive remuneration package)
- CENTRE** : Head Office-KWT
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Education/Project Management & Public Management. 3-5 years' relevant experience in the field at Assistant Director Level. Valid Code B driver license. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
- DUTIES** : Coordinate road safety education in schools: Develop an operational plan to guide districts on the implementation of the national road safety strategy. Monitor implementation of signed protocol/ memorandum of understanding with the department of education and other interested parties. Manage the development of road safety learner material. Monitor and evaluate district implementation plans and reports. Develop a provincial road safety education plan. Identify creative ways of promoting road safety education in provincial schools. Coordinate implementation and evaluation of scholar patrols. Manage the distribution of traffic safety education material and equipment. Engage relevant partnerships and stakeholders and develop plans for

promotion of road safety education in schools. Facilitate district training and development needs. Develop and monitor implementation of road safety education. Coordinate Construction and management of school-based road safety education infrastructure: Manage and recommend approval of road safety projects. Liaise with municipality and other relevant stakeholders for road safety education initiatives. Manage and monitor budget allocated to the road safety education projects: Coordinate costed plans, procurement plans, budget allocation and expenditure. Prepare In-Year Monitoring reports for the directorate. Manage the allocated resources of the Sub-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 supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458/7674/7539/7572/7504

**NOTE** : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za  
In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

**POST 12/197** : **DEPUTY DIRECTOR: MANAGEMENT INFORMATION SERVICES REF.DOT 04/03/2023**  
(Re-Advertisement)

**SALARY CENTRE REQUIREMENTS** : R908 502 – R1 070 169.per annum (Level 11) (An all – inclusive remuneration package)  
Head Office (Bhisho)

: National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognized by SAQA in Information Systems or Information Technology/B.Sc. Computer Science with Information Systems as a major subject. Microsoft Power BI, Project management; MCDBA; IT management; added advantage. 3-5 years relevant experience as an Assistant Director in the environment. Valid driver's license (Code 08). Knowledge: Exposure to data integration and data quality tools. Strong knowledge of data warehouse architecture alternatives. Experience with database design, data modelling and exposure in big data technology. Solid understanding of SQL and databases. Design and implementation of ETL procedures for intake of data from both internal and outside sources; as well as ensure data is verified and quality is checked. Design and implementation of ETL processes and data architecture to ensure proper functioning of analytics lad, as well as department's reporting environments and dashboard. Good understanding of PFMA, Treasury regulation, Preferential Procurement Policy, Supply Chain Management Policy, Public Service Act and regulations and Promotion of Access to Information Act. Good understanding of e-government policy. Minimum Inter-Operability Standards (MIOS) and Government Information Security Standards (MISS).

**DUTIES** : Manage and lead the modelling, design, and database development of corporate data storage. Plan, design and implement database integrations of those internal and external databases that are relevant for Eastern Cape Department of Transport. Responsible for technical infrastructure designs, data mappings/flows and reports. Work with the Business Intelligence Analyst in the prioritisation of projects. Data Management Services. Data quality and archiving. Manage and lead the implementation of data warehouse projects as required. Technical hands-on work as needed. Scope projects and manage scope changes, based on input from management.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7455 / 7458/7674/7539/7572/7504

e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za. In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.