

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.*

- APPLICATIONS** : Applications must be submitted as follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And, addition, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer
- FOR ATTENTION** : Ms N. Gemby
- CLOSING DATE** : 19 May 2023
- NOTE** : Applications received after closing date will not be considered. No Faxed, No Hand Delivered, No E-Mailed applications will be accepted. 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 day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC CoGTA 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.

## OTHER POSTS

**POST 15/132** : **ADMIN OFFICER: LAND SURVEY AND CADASTRAL INFORMATION REF NO: COGTA 02/04/2023**

**SALARY CENTRE** : R294 321 – R343 815. per annum (Level 07)  
: Bhisho

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Public Admin/ Management or related field. One to two year's working experience. Research skills, knowledge of cadastral survey & land admin legislations, project management, monitoring & evaluation, Supply Chain processes will be an added advantage. Computer literacy (Microsoft Office -365, Google Earth, Internet Search). Valid Driver's license code 08 (EB). Competencies: Report Writing, Presentation skills, Research skills; Stakeholder Management, Physical & electronic records management, Minute taking & meeting management, Supply Chain Management.

**DUTIES** : Disseminate land parcel and mapping information to the Public & Municipalities. Facilitate project meetings for the directorate with Municipalities & other stakeholders. Acquire land parcel information required for cadastral survey projects from the office of the Surveyor General. Attend project meetings with Municipalities as and when required. Facilitate procurement of goods & services. Keep track of projects undertaken and draft reports. Provide general admin support.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 15/133** : **PERSONAL ASSISTANT: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA 03/04/2023**

**SALARY CENTRE** : R294 321 – R343 815.per annum (Level 07)  
: Bhisho

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Office Management. One to two year's working experience in the relevant environment. An exposure to Local Government environment will be an added advantage. Computer literacy (Microsoft Word, Ms Excel, Ms PowerPoint, MS Outlook). Valid driver's license code08 (B).

**DUTIES** : Facilitate the smooth running of Director's office. Facilitate the availability of all the records at all times. Asses' incoming work and distribute where it is required. Type correspondence delegated to you by the Director. Manage the resources of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director claims to the approving authority, monitoring the submission of the Director's. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 15/134** : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA 04/04/2023**

**SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)  
: Bhisho Head Office

**REQUIREMENTS** : National Higher Certificate/Diploma (NQF Level 5) in Human Resource Management /Public Management / Public Administration/Social Science or related field with no work experience OR Senior Certificate (NQF Level 4) with two year's working experience. Experience in Human Resource Management will be an added advantage. Computer literacy. Competencies: Knowledge and Understanding of Human Resource Management prescripts, and Legislation, Basic Conditions of Employment Act, Public Service Regulations, Analytical thinking & Report Writing.

**DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment and selection process, secondments. Facilitate that reference checks for interviewed candidates are conducted prior assumption of duty. Facilitate submission of forms for Personnel Suitability check to Security Officer (pre-employment screening forms), Acting appointments, Transfer, Relocation,

- Facilitate the verification of qualifications by suitable service provider and Confirmation of probations.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/135** : **SENIOR PERSONNEL OFFICERS: HR CONDITIONS OF SERVICES REF NO: COGTA (05/04/2023) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS:** : R202 233 – R235 611 per annum (Level 05)  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) in Human Resource Management /Public Management / Public Administration/ Social Science or related with no work experience OR Senior Certificate (NQF Level 4) with two years working experience. Experience in Human Resource Management will be an added advantage. Computer literacy.
- DUTIES** : Facilitate payment of Housing Allowances, process pensions on PCM, capture leaves of absence, auditing of attendance register and terminate employees on PERSAL.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/136** : **SENIOR ADMIN CLERKS: TRADITIONAL LEADSHIP INSTITUTIONAL SUPPORT & COORDINATION REF NO: COGTA (06/04/2023) (X8 POSTS)**
- SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)  
: Dalinyebo Region (X2 Posts)  
: Qaukeni Region (X3 Posts)  
: Rharhabe Region (X2 Posts)  
: Nyandeni Region (X1 Post)
- REQUIREMENTS** : National Higher Certificate/Diploma (NQF Level 5) with no work experience or Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy.
- DUTIES** : Receiving and banking of all monies of the Traditional Council. Compilation of financial statement. Coordinate Traditional Council Meetings and provide secretariat support in the meetings. Record Management of all documentation relating to the Traditional Council. Coordinate meetings between the Traditional Leaders and other stakeholders. Financial management including cash management in compliance with the relevant departmental policies, Compilation of estimates of revenue collection and expenditure. Compilation of monthly returns through cashbook. Compilation of vouchers for payments after approval. Promote compliance by Traditional Leaders and Traditional Council Members with all available pieces of Legislation. Assist in typing of correspondence in the Traditional Council. Promote cooperation and good relationship between the Traditional Council, Municipalities and other stakeholders.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/137** : **STENOGRAPHER: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA (07/06/2023)**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum (Level 05)  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) in Public Relations/Public Administration with no work experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer literacy: Ms. Word, Ms. PowerPoint, Excel, email and Internet. Code 8 Drivers' licence. Competencies: Accurate data recording skills. Secrecy and Confidential skills.
- DUTIES** : To accurately record and transcribe all proceedings of House sittings, Exco meetings and Chair of Chairs Committee meetings. To provide accurate minutes or reports of such proceedings. Ensure that all documents and deliberations of House sittings, Exco or Chair of Chairs are kept safe and in confidential manner at all times. To develop resolution register from House sittings, Exco meetings and Chair of Chairs Committee meetings. To keep track of progress on resolutions taken from House sittings, Exco meetings and Chair of Chairs Committee sittings and provide continuous update to the

- supervisor or management. Perform other duties that may be assigned to him/her in relation to coordination of House events.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/138** : **RECEPTIONIST: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA (08/04/2023)**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) with no working experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy: MS Word, MS Office, Email, Excel, PowerPoint and Internet. Valid EB (Code 08 drivers' licence will be an added advantage. Competencies: Customer service skills. Organisational skills.
- DUTIES** : Answering, screening phone calls and refer to relevant offices. Receive and attend to clients visiting the institution and direct clients to relevant office. Will be responsible for correspondence management of institution. Perform clerical duties such as photocopying, faxing, documents, maintain reception equipment and malfunctions. Provide necessary administrative support when required.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/139** : **SENIOR ADMIN CLERK: AUXILIARY SERVICES REF NO: COGTA (09/04/2023)**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum  
: Bhisho Head Office  
: National Higher Certificate/Diploma (NQF Level 5) in Public Administration/ Public Management/Social Science or related field with no working experience OR Senior Certificate (NQF Level 4) with two years working experience. Computer Literacy: MS Word, Excel, PowerPoint and Outlook. Valid EB (Code 08 drivers' licence. Competencies: To be able to work under pressure, unsupervised and after hours.
- DUTIES** : Perform administration duties for telecommunication. Facilitate and monitor cleanliness in the department. Monitor office accommodation. Facilitate maintenance of buildings.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)
- POST 15/140** : **SENIOR ADMIN CLERK: PROCUREMENT ADMINISTRATION REF NO: COGTA (10/04/2023)**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum (Level 05)  
: Bhisho Head Office  
: National Senior Certificate, plus National Diploma (NQF Level 5) in Supply Chain Management/equivalent Finance related qualification or Senior Certificate (NQF Level 4) with two years working experience in Supply Chain Management. Computer Literacy: Microsoft Power Suit (Excel, Word, and PowerPoint). LOGIS knowledge will be an added advantage. Valid EB (Code 08 drivers' licence. Competencies: Demonstrative computer literacy (word processing, spreadsheets, presentations), understanding of SCM related Prescripts, basic numeracy, analytical thinking, problem solving skills, organising and time management. Ability to work effectively with officials across all levels within the Department, Good teamwork, excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and email etiquette.
- DUTIES** : Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Reconcile manual orders to LOGIS whenever necessary. Provide technical assistance to cost centres, SCM and Finance. Draw report and interpret financial data. Create contract information and link to ICN and supplier number. Willing to work irregular hours.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 15/141** : **CLEANERS: PROVINCIAL HOUSE OF TRADITIONAL LEADERS & OR  
TAMBO DSC REF NO: COGTA (11/04/2023) (X2 POSTS)**

**SALARY** : R125 373 - R145 077 per annum (Level 02)

**CENTRE** : Bhisho

**REQUIREMENTS** : ABET (Level 4 or NQF level 1-3) with no experience. Competencies: Ability to use cleaning material. Ability to work in a team and maintain good interpersonal relationships. Good communication skills.

**DUTIES** : Clean and create an orderly working environment. Operate cleaning machines. Ensure that boardroom, offices, kitchen are clean. Prepare tea and other refreshments. Empty dust bins.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7071/7083/7077/7078/7079/7080/7086/7075  
e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)