

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

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.*

- APPLICATIONS** : Submit applications via one of the options below: Post: to P/Bag X0057, Bhisho, 5605 OR Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bhisho, ERF 5000 Building, 5605 OR utilise e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The eRecruitment System Closes at 23: 59 on the Closing Date.
- CLOSING DATE** : 09 June 2023
- FOR ATTENTION** : Ms. B. Mndindwa at Tel No: (079 284 6709)
- NOTE** : To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za) (NB: For Technical Glitches Only – No CVs). With your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Should you submit your application/CVs directly to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za) and not as specified – your application will be regarded as lost and will not be considered. All applicants are encouraged to apply via the e-recruitment system. Refer all application related enquiries to the specified contact person. Applications received after the closing date will not be considered. No Faxed Applications will be accepted. No Late Applications Will Be Accepted. Note: Applications must be submitted on a duly completed New Z83 form (effective from 01 November 2021) obtainable from any Public Service Department and/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 duly completed, signed, & initialed Z83 form accompanied with a detailed Curriculum Vitae. 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.

**OTHER POSTS**

- POST 18/118** : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: DCS/01/05/2023**
- SALARY** : R811 560 per annum (Level 11)
- CENTRE** : Bhisho Head Office
- REQUIREMENTS** : Minimum relevant qualification (NQF level 7) as recognized by SAQA in Organizational Development/Organizational Psychology/Human Resources/Business Administration/ Public Administration/or other relevant social sciences. Postgraduate degree or equivalent in Organisational Design/Development will be an added advantage. Experience: 5-10 years' proven experience in organizational design and development (which includes job evaluation and work method studies). Competencies: Theoretical and practical knowledge of the functional area of Organizational Design and Development. Knowledge of new developments in organizational design/development and job profiling. In depth knowledge of various applicable legislative frameworks such as the Public Service Act and public service regulations. Relevant Department of Public Service and Administration guidelines and directives. Formulation and management of organisational design/development policies, plans and reports. Develop and implement systems and controls to ensure sound organizational design and job evaluation reporting. Sound knowledge of business process management (including mapping, improvement, re-engineering and change management). Budget monitoring and management in respect of personnel costs. Computer Literacy in MS Office, JE Systems, Visio, Access, Excel. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and OD business case compilation. Applied strategic thinking. Applying technology. Budgeting and financial management. Communication and information management. Continuous improvement. Customer focus and responsiveness. Developing others. Diversity

management. Impact and influence. Networking and building bonds. Planning and organizing. Problem solving and decision making. Project management. Team leadership. Personal Attributes: Confidentiality. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply ethics and integrity in the area of work. Reliability. Innovative and creative. Flexibility. Teamwork. Planning and execution.

**DUTIES** : The incumbent will provide organisational design (OD) and development functions to ensure organisational effectiveness. Develop OD frameworks. Design the organisational structure aligned to strategic functions, systems, service delivery model and budget allocations, in line with the Public Service Act and relevant prescripts and directives. Determine posts, roles and responsibilities, functions and span of control. Develop and manage effective and efficient job evaluation services including policies, procedures and reporting. Undertake job analysis and ensure post levels are correct through job evaluation and facilitate the compilation of job descriptions. Maintain the NSG establishment (designation, salaries and status of posts). Manage ongoing change processes associated with organisational design and ensure that organisational transition is planned prior to implementation. Serve on relevant structures such as the Job Evaluation Panel and Employment Equity Forum. Develop Standard Operating Procedures on the establishment of governance structures. Assess business processes for improvement and efficiency. Identify and manage strategic and operational risks that may militate against achievement of objectives. Provide effective and efficient management of resources, operations and performance by implementing digital transformation, business continuity management and total quality

**ENQUIRIES** : Ms. B. Mndindwa at 079 284 6709  
E-recruitment Technical Support: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

**NOTE** : NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference

**POST 18/119** : **ICT PRACTITIONER REF NO: DCS/02/05/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) as recognised by SAQA in Information Technology / Computer Science with a minimum of 3 years working experience in the IT environment. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Ability to work under pressure and individually, good interpersonal skills, verbal and written communication skills. Knowledge of SITA Service Level Agreements. A valid Driver's license is essential.

**DUTIES** : Providing software and application support to end users. Manage Information Technology Services by monitoring local area networks performance. Rendering first line technical support to users on transversal systems (BAS, PERSAL & LOGIS) and network applications. Advising and empower users on fault reporting and ICT issues, Facilitate ICT awareness sessions and promote ICT policy adherence to all users. Create and manage users on Active Directory.

**ENQUIRIES** : Ms. B. Mndindwa at 079 284 6709  
E-recruitment Technical Support: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

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**POST 18/120** : **CHIEF ADMIN OFFICER FINANCE & SCM REF NO: DCS/03/05/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate, An appropriate 3 year's National Diploma or Degree or equivalent qualification NQF Level 6 in Supply Chain Management/ Finance/ Commerce/ Public Management with 2-3 years' working experience in Supply Chain Management/ Procurement. Process, Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Teamwork. Technical competencies: In depth knowledge and understanding

- of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.
- DUTIES** : The successful candidate will perform the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with delegations and directives, Review Specifications and Terms of Reference received, Verify quotations batch for correctness, Perform Bid Administration functions including compiling of bid documents, advertising of bids, organising briefing sessions, administer opening of bid box, accurate recording of bids received and render secretariat services to the Bid Committees Maintain electronic and manual filling of bid documents, Maintain a requisitions, Purchase Orders and Bid Registers, Implement effective utilisation of Central Supplier Database, invite tenders and update the tender register, ensure compliance with SCM legislation and policies, Prepare management information and statistics and report as required, Monitor and follow up on outstanding requests and documents, Supervise and develop subordinates.
- ENQUIRIES** : Ms. B. Mndindwa at 079 284 6709  
E-recruitment Technical Support: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)
- NOTE** : NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference
- POST 18/121** : **SENIOR ADMIN OFFICE: STRATEGIC PLANNING REF NO: DCS/04/05/2023**
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Bhishe Head Office  
**REQUIREMENTS** : National Senior Certificate, A 3-year degree or National Diploma in Business Administration/Economics/Finance/Public Administration/Public Management/Commerce or equivalent with 2-3 years' experience in strategic planning, monitoring and evaluation environment or financial environment. Skills & competencies required: Analytical thinking Problem solving skills Attention to detail Report writing skills Decision making skills Planning, leading, organising and monitoring skills and the ability to multitask Interpersonal skills Time management skills Computer skills required: MS Word – intermediate MS Excel – intermediate MS Power Point – intermediate MS Outlook – intermediate Minimum knowledge and experience: 2-3 years' experience in strategic planning, monitoring and evaluation environment or financial environment. Knowledge and understanding of the Public Service Act and its Regulations, PFMA, Treasury Regulations and Enterprise Risk Management Policy (ERM). Knowledge of the Government Planning Processes & Reporting Cycle, monitoring, and evaluation. Guidelines and Frameworks on Strategic Planning and Management of Performance Information.
- DUTIES** : To provide technical and administrative support on strategic matters in line with the Mid-Term Expenditure Framework, Mid-Term Strategic Framework, Revised Framework for Strategic Plans and Annual Performance Plans and Guidelines. To ensure that the Department of Community Safety Strategic Plan, Annual Performance Plan, Annual Operational Planning, Monthly Reports, Quarterly Performance Reports, Annual Report and other strategic documents are formulated, reviewed and submitted to the relevant stakeholders according to the Departmental reporting and legislative requirements. In addition, the incumbent will provide the administrative and technical support during the facilitation of the strategic planning and operational planning processes; monitoring, evaluation and reporting processes. Administer the strategic planning systems. Capture performance information on the Electronic Quarterly Performance Reporting System (EQPRS) and report to the Departmental Coordinator. To provide administrative support in the Office of the Director: Strategic Management in driving the delivery of strategic programmes and projects. Maintain the register with proper records relating to the office. Co-ordinate logistical requirements for all planning seating's and collate information and consolidate reports. Actively involved during the internal and external audit and implementation of findings and recommendations.
- ENQUIRIES** : Ms. B. Mndindwa at 079 284 6709  
E-recruitment Technical Support: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)
- NOTE** : NB: applicants from designated groups especially in respect of women and people with disabilities will receive preference

<b><u>POST 18/122</u></b>	:	<b><u>ADMIN CLERK REF NO: DCS/05/05/2023</u></b>
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05)
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate NQF level 4 with no experience Computer literacy. Good writing skills. will be an added advantage. Competencies: Computer literacy. Knowledge of PFMA, & Treasury Regulations. Sound knowledge of administrative processes. Knowledge of PERSAL system and Performance Management and development system. Good understanding of Human Resources Development prescripts and policies is required. Report writing skills are essential. Uphold good confidentiality standards. understanding of office administration. Planning and organising skills. Ensure proper management of documents. Analytical thinking & Report Writing.
<b><u>DUTIES</u></b>	:	Render administrative services in the office. Maintain a register with proper records relating to the office. Co-ordinate logistical requirements for sittings. Capture employee information on PERSAL system, relating to PMDS compliance. Render all administrative duties in the office.
<b><u>ENQUIRIES</u></b>	:	Ms. B. Mndindwa at 079 284 6709 E-recruitment Technical Support: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>NOTE</u></b>	:	NB: applicants from designated groups especially in respect of women and people with disabilities will receive preferenceS

**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.***

<b><u>APPLICATIONS</u></b>	:	Must Be Submitted As Follows: Via the provincial e-recruitment system accessible at: <a href="https://ecprov.gov.za">https://ecprov.gov.za</a> and/or at <a href="https://erecruitment.ecotp.gov.za">https://erecruitment.ecotp.gov.za</a> 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 and enquires can be directed to Ms N. Mditshwa at (040) 940 7073/7083/7071/7077/7078/7075/7081/7080.e-Recruitment Technical Enquiries: <a href="mailto:Amanda.Qumza@eccogta.gov.za">Amanda.Qumza@eccogta.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	09 June 2023. Applications received after closing date will not be considered.
<b><u>NOTE</u></b>	:	To All Applicants: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/">https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/</a> . For more information regarding the course please visit the NSG website:

www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered: For The Attention: Ms A. Qumza

#### **MANAGEMENT ECHELON**

**POST 18/123** : **DIRECTOR: TRADITIONAL LEADERSHIP POLICY & LEGISLATION REF NO: COGTA (01/05/2023)**

**SALARY** : R1 162 200 – R1 365 411 per annum (Level 13)  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 7) in bachelor's degree in law or public Administration (plus SMS Pre-entry certificate). Five years in middle management. MS Office: MS PowerPoint, MS Excel, MS Word. A valid code EB (Code 08) Driver's license. The following will be an added advantage: Legislation drafting certificate. Experience in the legislation drafting and policy drafting or traditional leadership-related litigation. Competencies: Ability to draft legislation. Knowledge of the process of law-making. Policy formulation and drafting. Advanced report writing and analytical skills. Strategic management and leadership, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, Change management, service delivery innovation, project and programme management, problem solving, planning and organizing, decision making, team leadership, communication. Knowledge of legislation and regulations governing Public Service. Knowledge of legislation governing Traditional Leadership.

**DUTIES** : Lead the process of formulation and drafting of legislation related to traditional leadership, facilitate stakeholder consultation in the development of provincial and national legislation related to traditional leadership, Lead the policy development and policy review related to traditional leadership, Develop standard operating procedures for policy and legislation development in the Directorate, Manage the staff of the Directorate. Develop and monitor strategic plans, annual performance plans, operational plans and financial plans for the Directorate.

**ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7078/7081/7080  
 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

#### **OTHER POSTS**

**POST 18/124** : **DEPUTY DIRECTOR: DISASTER INFORMATION MANAGEMENT & COMMUNICATION REF NO: COGTA 02/05/2023**

**SALARY** : R811 560 – R885 555 per annum (Level 11)  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate (NQF Level 6/7) in Disaster Management. Three (3) to five (5) years relevant working experience at an Assistant Director /Junior management. GIS Basic and MS Skills. Knowledge of additional disaster management information systems will be an added advantage. A valid driver's license. Competencies: Good understanding of the Disaster Management Legislations, Applied strategic thinking, Interpersonal skills and conflict resolution, Ability to work in a team Project management, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis, Meeting procedures, Report writing,

<b><u>DUTIES</u></b>	:	Stakeholder and customer relationship management principles, Communication skills and Presentation skills.
	:	Maintain a provincial comprehensive information management system (IMS) and an integrated emergency communication network (ECN) which establishes communication links with all disaster risk management role players and complies with national requirements. Manage and maintain operational efficiency and functionality of the provincial disaster management centre's central communications and technical operations facilities. Establish, manage and maintain a provincial disaster management integrated emergency communication network (ECN). Manage sourcing, analysis and dissemination of disaster risk management early warnings. Facilitate and support the development and assessment of risk profiles and mapping of high-risk areas at the provincial and municipal levels with the use of relevant GIS applications. Facilitate and manage processes to collate feedback from various disaster management role-players on impact-based warnings issued and provide such feedback to agencies such as South African Weather Systems (SAWS) etc.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 18/125</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT SERVICES REF NO: COGTA 03/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R811 560 – R952 485 per annum (Level 11)
	:	Bhisho Head Office
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Public Management/Developmental Studies or a relevant qualification within Humanities. Experience in local government environment will be an added advantage. Three (3) to five (5) years relevant working experience at an Assistant Director /Junior management Level at local government environment. A valid code EB (Code 08) Driver's license. Competencies: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Strong Organizational skills and demonstrated ability to multi-task. Creative and innovative thinking. In depth knowledge and understanding of Local Government legislation. Good verbal, communication, and presentation skills. Understanding of the regulatory and policy environment. Excellent communication skills (written and verbal) report analysis of trends, evaluation and researching and presentation skills. Interpersonal relation skills: Ability to work under pressure. Strong organizational skills and demonstrated ability to multitask. Creative and innovative thinking.
<b><u>DUTIES</u></b>	:	Supporting municipalities with institutionalization of PMS (i.e. development of PMS Framework). Support and build capacity on Regulations on Municipal Staff especially on Performance Management & Development System (PMDS). Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Conduct timely preliminary assessment of Section 46 reports from municipalities. Conduct assessment of Section 46 reports for the purposes of developing Section 47 report. Develop a high-quality consolidated performance report on local government (Section 47 report) for the province. Support and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIPs). Conduct evaluation of support programmes Provide hands on support on development of Performance Agreements (PAs) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PAs as required by the Legislation. Conduct analysis of PAs and give feedback to the municipalities. Compile timely responses of parliamentary questions by the Directorate Manage and monitoring of the directorate financial and non-financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 18/126</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION: PROVISIONING REF NO: COGTA (04/05/2023)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R811 560 – R952 485 per annum (Level 11)
	:	Bhisho Head Office

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Human Resource Management/ Public Administration/Management or Human Resource related field. Minimum of three (3) to five (5) years' experience at an Assistant Director level / Junior Management level. Computer Literacy (MS Word, Excel, PowerPoint, Outlook). A valid driver's license. Competencies: Knowledge of PERSAL System, Public Service Act and Public Service Regulations. Ability to interpret HR Policies and decisions. Planning on coordination skills. Good communication skills.
<b><u>DUTIES</u></b>	:	Responsible for all activities relating to personal matters. Responsible for developing policies. Procedures, methods and manuals. Responsible for budget implementation plan, Signs together with subordinate's yearly work plan agreements. Advise the functions managers on personnel provisioning. Responsible for Recruitment and Selection process in the Department. Control personnel data base. Management of Remuneration. Transfers, Promotions, Secondments and Management of Competency Assessment. Management of vetting in terms of minimum suitability check screening. Responsible for efficient management of the Directorate including the effective utilisation training of staff. Maintenance of discipline, promotion of sound labour relations and proper use of state properties solid interpersonal skills including the ability to interact with officials at all levels in the department and other stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@ecogta.gov.za
<b><u>POST 18/127</u></b>	:	<b><u>DEPUTY DIRECTOR: ICT INFRASTRUCTURE: DGITO REF NO: COGTA 05/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R811 560 – R952 485 per annum
	:	Bhisho Head Office
	:	National Senior Certificate plus NQF level 6/7 National Diploma/Degree as recognised by SAQA in IT-related field. Three (3) to five (5) years Assistant Director or Junior management in Information Technology managing teams responsible for architecture design and deployment, systems lifecycle management and infrastructure planning and operations. Ability to manage IT Infrastructure projects. Management of clients and other Departments. Ability to effectively prioritise and execute tasks in a high-pressure environment. Ability to write and analyse reports. Ability to manage finances. React to project adjustments and alterations promptly and efficiently. Good communication skills (written and verbal) and report writing skill. Experience in managing hybrid environment (On-Premise & Cloud). Experience in Office 365 and Microsoft Azure services. Knowledge and understanding of Public Administration Corporate Governance of ICT Policy Framework and Project Management; Knowledge of ICT policy development, ICT risks, ICT audits and ICT related compliance; Knowledge of government financial processes and systems; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations. Labour Relations Act, 1995, State Information Technology Agency (SITA) Act/Regulations, Public Service ICT policies, norms, standards, frameworks, and guideline Office suites. The following will be an added advantage (Industry certifications required: ITIL, COBIT, Microsoft Certified: Azure Platform, Microsoft Certified IT Professional (Server Administrator), Server+ certified, Microsoft Cybersecurity Architect certification). Competencies: 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 organizing; Problem solving and decision making; Project management; Team leadership. Understanding of IT LAN and WAN Support, IT Security, and Change Management. Must have Project and Programme Management, and Team Leadership. Customer Care, analytical thinking, research, managing interpersonal conflict, and problem-solving skills.
<b><u>DUTIES</u></b>	:	Responsible for providing the strategic direction for the IT infrastructure function and architecture standards and procedures for the organisation. Manage cabling, physical and virtual servers, Storage, backups and Disaster recovery. Manage infrastructure teams, systems admins, and third-party service providers to ensure a reliable and highly available server and network infrastructure service to users. Managing overall IT infrastructure day to day operations to improve costs, performance, and resource availability to the

department. Ensure system performance and SLAs are met. Manage IT resource requirements to ensure appropriate balance between tactical and strategic demands. Implement IT approved disaster recovery plan through continuous improvement programs. Manage access to all switches, routers, VPN, Firewalls and provide monthly reports. Provide in depth technical expertise for both tactical and operational initiatives. Ensure the infrastructure team mitigates, monitor, and manage infrastructure related risks. Monitor compliance with public service information security policies and procedures. Develop and implement mechanisms to identify security breaches. Coordinate departmental information security infrastructure. Protect against malware. Manage network and connectivity security. Manage endpoint security. Manage user identity and logical access. Use intrusion detection tools to actively monitor the infrastructure for security-related events in real-time. Implement and Maintain ICT Cloud and Infrastructure Continuity: Develop and maintain an ICT Continuity policy, plan, and procedures. Test the continuity arrangements over consistent interval to exercise the recovery plans against predetermined outcomes.

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

**POST 18/128** : **DEPUTY DIRECTOR: HUMAN RESOURCE ORGANISATIONAL TRANSFORMATION AND PLANNING REF NO: COGTA 06/05/2023**

**SALARY CENTRE REQUIREMENTS** : R811 560 – R952 485.per annum (Level 11)  
: Bhisho Head Office  
: National Senior Certificate plus an undergraduate qualification of NQF Level 6/7 as recognized by SAQA in Work-study/Management Services/ Operations/Production Management/Industrial Psychology. 3 – 5 years' functional experience at an Assistant Director level/ junior management. Computer literacy with an excellent understanding level in the field of Organisational Design. Computer literacy with an excellent understanding. of windows. Ms Vision, MS Word, Excel, Outlook and PowerPoint. Valid Drivers Code 8. Post graduate Qualification in the field of Organisational Certificate in Job Evaluation. Development will be an added advantage. Competencies: Applied strategic, Research, Interpersonal conflict and resolving problems, Team leadership, Project management, Citizens focus and responsiveness, Budget and financial management, Planning and Organizing, Critical Thinking , Self-Management Problem Analysis.

**DUTIES** : Manage Organisational Design Processes, Manage Job Evaluation and Job Grading Processes. Design and implement change management initiatives. Provide customer relations and frontline improvement services. Facilitate and coordinate the implementation of service delivery improvement programmes and interventions. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

**POST 18/129** : **DEPUTY DIRECTOR: URBAN DEVELOPMENT & SMALL TOWN REGENERATION REF NO: COGTA 07/05/2023**

**SALARY CENTRE REQUIREMENTS** : R811 560 – R952 485.per annum (Level 11)  
: Bhisho Head Office  
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Economics / Developmental Studies/ Public Management or related field. Spatial Planning qualification and experience will be an added advantage. Minimum of three (3) to five (5) years' experience at an Assistant Director level / Junior Management level. Computer Literacy (MS Word, Excel, PowerPoint, Outlook), a valid driver's license. Competencies: Experience in project conception, planning and management. The applicant must have proven experience in report writing, developing concept documents and general correspondence. Demonstrate managing cash flows. Proven economic development ability and experience essential for designing development programmes for economically depressed areas. Proven presentation skills and ability to articulate government development programmes.

**DUTIES** : Conceive, plan, implement, manage, coordinate and monitor the development and roll -out of public employment programmes. Provide guidance and



oversight on the implementation of Community Works Programme and Expanded Public Works Programme. Coordinate the implementation of the revitalisation of small towns and urban areas. Coordinate the implementation of Integrated Urban Development Framework in Municipalities. Drive project planning, presentations and reporting on economic development projects and programmes. Responsible for efficient management of human resources, assets and financial resources of the directorate.

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

**POST 18/130** : **OFFICE MANAGER: STRATEGIC MANAGEMENT, COMMUNICATION & INFORMATION SERVICES REF NO: COGTA: 08/05/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 –R496 467 per annum (Level 09)  
: Bhisho Head Office  
: National Senior Certificate plus an undergraduate qualification (NQF level 6). Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in administration. Computer literacy and competency of MS Word, Excel, and PowerPoint. 3-5 years' service at Salary Level 08 in local government an added advantage. Competencies: Advanced ability to independently use MS Excel create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Reasonable knowledge of financial management in the public sector. Ability to analyse data or human resource information and develop graphs. Reasonable competence. Competence in report writing. Honesty and integrity.

**DUTIES** : To provide office management services to the Office of the Chief Director: Coordination and consolidate Chief Directorate reports/budget/Ec 5.1's. processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist with shifting and virement of funds within the directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of the meetings and make follow-up on decision taken. Liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director's office.

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

**POST 18/131** : **ASSISTANT DIRECTOR: LOCAL ECONOMIC GOVERNANCE SYSTEMS REF NO: COGTA: 09/05/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum  
: Alfred Nzo DSC  
: National Senior Certificate plus An undergraduate qualification (NQF level 6) in Public Management, Developmental Studies . Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in the field of LED/Community Development and Project Management, economic related research. Competencies: The applicant must have proven experience in report writing and presenting power-point presentations, concepts letters and memoranda. Experience in Local Economic Development. Demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven presentation skills and ability to articulate government development programmes. Computer Skills (with emphasis on Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid code 8 driver's licence is compulsory.

**DUTIES** : Render a fully functional and efficient support office. Support municipalities to enhance municipal LED Capacity. Support municipalities to develop their LED Strategies as well as the project monitoring for local municipalities. Support local and district municipalities to promote strategic regional collaboration and partnerships.

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

**POST 18/132** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: COGTA: 10/05/2023**

**SALARY** : R424 104 – R496 467 per annum (Level 09)  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate An undergraduate qualification (NQF level 6) in Security Management/Policing/Law. Three (3) years to five (5) relevant experience in security management/services at a supervisory (salary level 7/8 or equivalent). Ms Office and presentation skills. EB-code 8 Driver's licence. Experience in local government environment (Security Management/Services) an added advantage Competencies: Sound knowledge of security administration field. knowledge of POPIA, MISS and MPSS. Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communications skills at all levels. Computer literacy. Presentation skills.

**DUTIES** : Assist to manage, develop, implement, align and review information security policy and procedures. Ensure that information Security Audit/ Appraisal are conducted at regular intervals. Conduct after hour inspections (office security). Assist to manage, develop, implement, align and review document security procedures and systems. Facilitate the implementation of proper classification system applying category of information system. Facilitate implementation of classification system by the security committee. Assist to manage, develop, implement and review shredding procedures and processes. Develop and implement the shredding procedures, to manage the spoilage and wastages of sensitive materials. Implement audit improvement plan to address to audit finding. Liaising with Law Enforcement Agencies such as SSA & SAPS.

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

**POST 18/133** : **ASSISTANT DIRECTOR: TRADITIONAL GOVERNANCE AND FINANCE REF NO: COGTA 11/05/2023**

**SALARY** : R424 104 – R496 467.per annum (Level 09)  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF level 6) in Development Studies, Public Administration, Community Development, Social Science, Management or relevant qualification. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in Community Development or relevant field. Must demonstrate clear understanding of public administration, financial management, problem solving, presentation skills and facilitation skills are necessary. Competencies: In-depth knowledge of role /mandate of traditional leaders in community development. Knowledge of community development planning. Must have an understanding of stockholders/ partnership management. Understanding of donor mobilization an added advantage. Must demonstrate understanding of government planning, PFMA and budgeting. Excellent report writing skills.

**DUTIES** : Support and monitor Traditional Councils in formulation of Development Plans. Support and monitor Traditional Councils establish partnerships for development.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080/7084  
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**POST 18/134** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: COGTA 12/05/2023**

**SALARY** : R424 104 – R496 467.per annum  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management/Public Administration qualification and other relevant qualification. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) in Human Resource environment. Knowledge of PERSAL. Computer literacy in MS Excel, MS Word, MS Access & MS Office and Presentation. A valid drivers license. knowledge of PERSAL will be an added advantage. PERSAL Certificates i.e. (Introduction to PERSAL Certificate). Exposure in HR environment will be an added advantage. (Conditions of Service) Competencies: Knowledge and understanding of

- Public Service Legislations and policies. Excellent Communication (verbal and written) and interpersonal skills. Demonstrate ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure.
- DUTIES** : Ensure the provision of all personnel administrative aspects on condition of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service related matters. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. Assist in the management of PILLIR cases. Facilitate all types of service terminations i.e. retirement, death, ill-Health retirement, early retirement, staff supervision and performance management thereof participate in the development of all departmental Human Resource policies, strategies, procedures. Provide a Human Resource advisory on condition of services to all departmental personnel.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080/7084  
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 18/135** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: COGTA 13/05/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum  
: Bhisho  
: National Senior Certificate An undergraduate qualification (NQF level 6) Risk Management/Psychology/Social Science. Three (3) years to five (5) relevant experience at a supervisory (salary level 7/8) within the local government environment. Professional Certificates with IRMSA or must have already applied for the certificate before the issue of the advert, will be an added advantage. Competencies: Knowledge of Risk Management and Internal Control Frameworks, ISO 31000. Ethics and Integrity Management Framework. Knowledge of Public Service Regulation 2016 Computer Literacy: Microsoft Office and Risk Management Software.
- DUTIES** : Assist in coordinating and support on Risk management and Ethics & Integrity Management. Assist in ensuring that public service regulations are met. Assist in ensuring that Risk Management implementation plan is timely and adequately executed. Assist in ensuring that internal control reviews are conducted, and internal controls are developed and strengthens where there are gaps. Ensures that risk assessments are conducted and that internal controls are developed to mitigate identified risk. Assist in ensuring that PFMA, Treasury regulations and Auditor General requirements are met. Assist the Chief Risk Officer and Management with early warnings report in all type of risk in the department and control environment maturity level. Review and improve risk management plans and Internal control framework of the department. Assist with Coordination of Ethics and Integrity Management processes.
- 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
- POST 18/136** : **ASSISTANT DIRECTOR: ANTI CORRUPTION – SECURITY SERVICES REF NO: COGTA 14/05/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum  
: Bhisho  
: National Senior Certificate plus an undergraduate qualification (NQF level 6) in Forensic Investigation/Policing/Law/Paralegal/Audit Investigation. 3-5 years' experience in investigation/crime intelligence/fraud & corruption experience at a supervisory level (salary level 7/8 or equivalent). Driver's License Code 8. Officer certification/undercover operations course will be an added advantage. Computer Literacy: MS Office and presentation skills.
- DUTIES** : Assist in implementing the departmental and Municipal Fraud Prevention Plan. Assist in identifying departmental and Municipal fraud risks and mitigating plan thereof. Conduct preliminary investigations on reported allegations of fraud or corruption. Assist in legal proceedings, including testifying in courts regarding forensic report findings. Maintain a departmental anti-corruption case database

		/ register. Assist in compiling departmental anti-corruption reports for oversight bodies and assist in raising departmental anti-corruption and ethics awareness.
<b><u>ENQUIRIES</u></b>	:	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
<b><u>POST 18/137</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MONITORING &amp; EVALUATION REF NO: COGTA (15/05/2023)</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum
<b><u>CENTRE</u></b>	:	Bhisho Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Accounting /Internal Audit/Public Administration. One to Two (1-2) years relevant experience in government performance information auditing at supervisory level (salary level 7 or equivalent) or Four (4) years' experience at SL6 in government performance information auditing. Computer literacy in MS Excel, MS Word, MS Access & MS Office, and PowerPoint. Valid Driver's licence. SAMEA Membership (before the advert) will be an added advantage Competencies: Analytical skills, report writing, presentation, proficiency in Microsoft packages, time management, interpersonal skills and communication, proficiency in English, organisational and office planning skills, ability to operate other office equipment, customer service abilities.
<b><u>DUTIES</u></b>	:	Co-ordinate and consolidate quarterly performance reports, mid-year performance report and annual performance report, conduct performance validation, organise departmental performance reviews, consolidate and submit narrative reports to DPME, National COGTA, Provincial Treasury and OTP to provide more clarity on what was achieved and possible impacts. Conduct evaluations in terms of the evaluation guidelines of 2011, assist with Management of M & E related risks, Planning, Monitoring, Budgeting and Procurement Support.
<b><u>ENQUIRIES</u></b>	:	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
<b><u>POST 18/138</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: COGTA 16/05/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum
<b><u>CENTRE</u></b>	:	Bhisho Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management /Public administration and other relevant qualification. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at SL 6 in Human Resource environment. (Conditions of Service environment). Knowledge of PERSAL. Computer literacy in MS Excel, MS Word, MS Access & MS Office and PowerPoint. Knowledge of PERSAL will be an added advantage. PERSAL Certificates i.e. (Introduction to PERSAL. Leave Management Certificate) Exposure in HR environment will be an added advantage. Conditions of Services). Competencies: Knowledge and understanding of Public Service Legislations and Policies. Excellent Communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Ensure the provision of all personnel administrative aspects on condition of service. Maintain policies and ensure compliance with the relevant regulatory framework. Facilitate implementation of the administration of leave of absence ie. Oversee checking and approving captured applications for leave of absence, assist in the Management of Pillar cases i.e. Oversee processing of application forms for incapacity leave, Drawing of memorandum for incapacity leave and checking consolidation of leave reconciliation report. Facilitate implementation of service benefits i.e Drawing of memorandum for long service award. Oversee processing of housing & homeowner's applications. Facilitate implementation of all types of service terminations i.e. retirement, death. ii-Health retirement, early retirement i.e. Drafting of memorandum for approval for notice all service terminations. Checking audited leave files, gratification approval on PERSAL. Facilitate processing of nomination of beneficiaries' application forms Staff Supervision and performance management thereof. Participate in the development of all departmental Human Resource policies, strategies, procedures. Provide a Human Resource advisory on condition of

services to all departmental personnel. Ensure conditions of services processes and standard operating procedures are effective and efficient.

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

**POST 18/139** : **SENIOR ADMIN OFFICER: FIRE SERVICES REF NO: COGTA 17/05/2023**

**SALARY** : R359 517 – R420 402 per annum  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF level 6) in Fire Technology. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at salary level 6. Valid Driver's Licence (08). Competencies Required: Good understanding of the Disaster Management Legislations. Ability to work in a team, Project Management, budget and Financial Management, Planning and Organising, Meeting procedures, Report Writing, Stakeholders and Customer relationship management principles, Communication skills, Presentation skills.

**DUTIES** : Assist in the establishment and maintenance of functional Fire Services Intergovernmental Relations Structures. Support development, implementation and monitoring of fire safety and prevention programs. Support the development and implementation of fire risk assessment and prevention and mitigation programs for the province. Facilitate submission of the quarterly performance reports from municipalities and analysis. Assist with the administrative matters of the sub-directorate.

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

**POST 18/140** : **SENIOR ADMIN OFFICER: RESPONSE AND RECOVERY REF NO: COGTA 17/05/2023**

**SALARY** : R359 517 – R420 402 per annum  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Administration/ Management/ Disaster Management. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years experience at salary level 6. Experience in Disaster Management. Valid Driver's Licence (08). Knowledge of MS Skills. Competencies Required: Good understanding of the Disaster Management Legislations. Ability to work in a team, Project Management, budget and Financial Management, Planning and Organising, Meeting procedures, Report Writing, Stakeholders and Customer relationship management principles, Communication skills, Presentation skills.

**DUTAILS** : Assist with the development and implementation of response mechanisms. Assist with the implementation of financial contributions by National, Provincial and Local spheres for response, recovery and rehabilitation. Assist with the development and implementation of disaster management provincial response policies. Assist with the development of Standard operating procedures for the province. Assist with the administrative matters of the sub-directorate.

**ENQUIRIES** : Mr W.M Cwele Tel (040) 940 7073/7083/7071/7077/7078/7075/7081/7080  
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**POST 18/141** : **SENIOR ADMIN OFFICER: HOUSE ADMINISTRATION REF NO: COGTA 0000/2023**

**SALARY** : R359 517 – R420 402 per annum  
**CENTRE** : Bhisho Head Office  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Management/ Public Administration/ Office Management / Business Management. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at SL 6 in office administration, record keeping and financial management matters i.e. processing of Traditional Leadership Claims and compilation of In Year Monitoring Microsoft Word, power point, excel, email, internet, BAS system, PERSAL System. Competencies: Knowledge of budgeting process and must be able to compile, analyse and monitor budget. Knowledge of PFMA and other finance related prescripts. Knowledge of planning documents. Computer literacy. Presentation Skills, people management and sound interpersonal and skills.

<b><u>DUTIES</u></b>	:	Assist in compilation, analysis and management of budget. Assist in alignment of budget linked to strategic plan documents to APP and Operational Plan. Process approval of claims for members of the House. Compile IYM, and Quarterly Performance reports. Responsible for Asset Management Assist in coordination of House programs / events.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 18/142</u></b>	:	<b><u>COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA 18/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 – R420 402 per annum Alfred Nzo District National Senior Certificate plus an undergraduate qualification (NQF level 6) in Development Studies, Public Administration, Community Development & Social Sciences. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years experience at SL 6 in community/rural development, community planning & facilitation. Supervisory experience in Community Development or relevant field. Competencies: Communication skills, presentation skills, facilitation skills and excellent report writing.
<b><u>DUTIES</u></b>	:	Facilitate the involvement of Traditional Leaders in development initiatives. Facilitate promotion co-operative relations with developmental partners, municipalities & government departments. Facilitate establishment of partnerships between traditional leadership institution & government departments, municipalities, non-governmental organisations and private sector for the development of traditional communities. Facilitate and coordinate trainings for developmental programs in Traditional communities. Facilitate formulation of Development Plans for Traditional Councils. Facilitate the involvement of donors in traditional communities' development. Compile written reports. Understanding of government planning & budgeting.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 18/143</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING REF NO: COGTA: 19/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 - R343 815 per annum (Level 07) Head Office: Bhisho National Senior Certificate plus an undergraduate qualification (NQF level 6) in Human Resource Management/ Public Administration/ Public Management. 1-2 years' experience in the relevant field. PERSAL certificate must be attached. Computer Literacy Valid. Driver's license will be an added advantage. Competencies: Ability to function both independently and as part of the team. Ability to work under pressure and with minimum supervision. Knowledge of PERSAL system, Public Service Act, Public Service Regulations, Knowledge of Human Resource Prescripts.
<b><u>DUTIES</u></b>	:	Facilitate the process of advertisement of vacant posts. Facilitate recruitment, selection and appointment process, Capture appointment of new employees on PERSAL, Facilitate the implantation the implementation of transfer, secondments & acting Appointments. Facilitate confirmation of probationary appointments. Facilitate the process of suitability check during the selection process. Facilitate verification of qualification for new employee.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 18/144</u></b>	:	<b><u>PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL PERFORMANCE MONITORING REPORTING &amp; EVALUATION REF NO: COGTA: (21/05/2023)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 - R343 815 per annum (Level 07) Head Office: Bhisho National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Office Management. An exposure to Local Government environment will be an added advantage. Computer literacy. One to Two years' experience in the relevant Environment. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code

<b><u>DUTIES</u></b>	:	08. Competencies: Proficiency in English, Office etiquette, Time Management, Interpersonal Skills and Communication, Organizational and office planning skills, ability to operate other office equipment, customer service abilities. Facilitate the smooth running of Director's office. Always facilitate the availability of all the office records. Assess incoming work and distribute where it is required. Provide secretarial services to directorate meeting and produce minutes thereof. Type correspondence delegated to you by the Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director. Procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 18/145</u></b>	:	<b><u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES REF NO: COGTA: 2/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 –R343 815 per annum Bhisho Head Office National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Public Management/Social Sciences/ Office Management or any relevant qualification. One-to-two-year exposure in the public service. Relevant experience will be an added advantage. Computer Literacy and competency of (Ms Word, Excel, Outlook, and PowerPoint). Valid driver's license code 08 (EB). Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
<b><u>DUTIES</u></b>	:	Facilitate smooth running of the Chief Director's office. Facilitate the availability of all office records at all times. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by the Chief Director. Manage diary of the Chief Director. Manage resources of the office of the Chief Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Facilitate travelling arrangements for the Chief Director. To ensure overall administration in the office of the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 18/146</u></b>	:	<b><u>PERSONAL ASSISTANT TO DIRECTOR: ALFRED NZO DISTRICT SUPPORT CENTRE REF NO: COGTA: 23/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 - R334194 per annum (Level 07) Alfred Nzo District National Senior Certificate plus an undergraduate (NQF level 6) in Administrative Management, Office Management and/or secretarial diploma or relevant qualification. One to two year experience in general administration environment .MS Office. Valid driver's license will be an added advantage. Competencies: Administrative skills Time Management, Planning, Good Verbal and writing communication, customer Service Excellence and ability to work office equipment.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of the Director's office. Manage the diary and appointments of the Director. Arrange travel and accommodation for Director and District Support Centre staff. Type correspondences delegated by the Director. Arrange meetings, venues for scheduled meetings and refreshments for such meetings. Provide support in the coordination of submissions from directorates. Provide support in budget planning, monitoring, and reporting. Provide support/administration to the Directorate regarding meetings. Facilitate the filing and availability of all office records at all times. Assess incoming and outgoing work and distribute where required. Procurement of office supplies, stationary, cleaning material and refreshments, analyse expenditure patterns. Monitoring of weekly plans of all staff members.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080

**POST 18/147** : **PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL CAPACITY BUILDING REF NO: COGTA: 24/05/2023**

**SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum  
: Bhisho Head Office  
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Public Management/Social Sciences/ Office Management or any relevant qualification. One-to-two-year exposure in the public service. Relevant experience will be an added advantage. Computer Literacy and competency of (Ms Word, Excel, Outlook, and PowerPoint). Valid driver's license code 08 (EB). Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.

**DUTIES** : Facilitate smooth running of the Director's office. Facilitate the availability of all office records at all times. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by the Director. Manage diary of the Director. Manage resources of the office of the Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Facilitate travelling arrangements for the Director. To ensure overall administration in the office of the Director.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080  
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**POST 18/148** : **COMMUNITY DEVELOPMENT WORKERS (CDWS): MUNICIPAL PUBLIC PARTICIPATION (X22 POSTS)**

**SALARY CENTRE** : R241 485 - R281 559 per annum (Level 06)  
: Mbashe Local Municipality (Ward 3 & 14) (X2 Posts)  
: Ngqushwa Local Municipality (Ward 2)  
: Raymond Mhlaba Local Municipality (Ward 2)  
: Greit Kei Local Municipality (Ward 7)  
: Amahlathi Local Municipality (Ward 15)  
: Ingquza Hill Local Municipality (Ward 16)  
: Nyandeni Local Municipality (Ward 10)  
: Mhlontlo Local Municipality (Ward 3)  
: Ksd Local Municipality (Ward 19)  
: Mbizana Local Municipality (Ward 16)  
: Matatiele Local Municipality (Ward 15) (X2 Posts)  
: Nxuba Yethemba Local Municipality (Ward 7 & 6)  
: Enoch Mgijima (Ward 2) (X2 Posts)  
: Elundini Local Municipality (Ward 5 & 9)  
: Makana Local Municipality (Ward 6) (2 Posts)  
: Koukama Local Municipality (Ward 2 & 3)  
: Ndlambe Local Municipality (Ward 3)  
: DR Beyers Naudeur Local Municipality (Ward 11)

**REQUIREMENTS** : National Senior Certificate plus National Higher Certificate/Diploma (NQF Level 5). One (1) to Two (2) years relevant experience. Code 8 driver's license. Computer literacy. Competencies: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array



of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation. Personal Attributes: self – motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers' licence.

**DUTIES** : Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improve integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community- based workers. Promote the principles of Batho Pele and community participation. Alert communities and other services providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

**ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 18/149** : **SENIOR ADMIN CLERKS: TRADITIONAL LEADSHIP INSTITUTIONAL SUPPORT & COORDINATION (X2 POSTS)**

**SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)  
 : Ref. No. COGTA (26A/05/2023) Dalindyebo Region  
 : Ref. No. COGTA (26B/05/2023) Maluti Region (X2 Posts)  
 : Ref. No. COGTA (26C/05/2023) Gcaleka Region  
 : Ref. No. COGTA (26D/05/2023) Western Tembuland Region

**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 7073/7083/7071/7077/7078/7075/7081/7080 e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**POST 18/150** : **SENIOR ADMIN CLERKS: TRADITIONAL LEADSHIP INSTITUTIONAL SUPPORT & COORDINATION REF NO: COGTA 27/05/2023 (X3 POSTS)**

**SALARY CENTRE** : R202 233 – R235 611 per annum  
 : Bhisho Head Office  
**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** : Administer recognition and withdrawal of traditional communities and traditional councils. Administer recognition and termination of services of traditional leaders. Implement salaries, allowances and benefits of traditional

- leaders. Maintain a database of all traditional leaders who hold traditional leadership positions.
- ENQUIRIES** : Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080  
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 18/151** : **AUDIT COMMITTEE MEMBER**
- SALARY** : Remuneration of the Audit Committee is determined at the hourly rate in terms of paragraph 22 of the Eastern Cape Provincial Planning & Treasury Instruction No.6 of 2014/2015. Members will be remunerated for preparation and attendance to meetings at prescribed rates.
- CENTRE REQUIREMENTS** : Bhisho  
A recognized qualification in internal Auditing, information and Communications Technology (ICT), legal, Governance & Administration. Be independent and be knowledgeable of the status of the position with relevant experience in Auditing, Corporate Governance and/ or Financial Management, Risk Management, Information Technology and Law. Demonstrate experience in participating in governance structures. Have the ability to dedicate time to the activities of the Audit Committee. Have analytic reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which the local and provincial government operates in the public sector. Prior experience serving on Audit Committees.
- DUTIES** : The Audit Committee is an advisory committee that assist the Department in fulfilling its oversight responsibilities with regards to internal Controls, Risk Management and Governance. The oversight statutory roles of the Audit Committee is in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. Assist the Executive Authority in fulfilling its oversight responsibilities over financial and non-financial reporting, the system of internal control, the audit processes, and the department's process for monitoring compliance with laws and regulations and the code of conduct. Audit Committee must ensure that the Internal Audit functions perform its responsibilities effectively and efficiently. Audit Committee must monitor the responses to reported weakness, control deficiencies and make recommendations for improvement. Monitoring the development and implementation of action plans and resolutions. The audit Committee must review the Audit Strategy and audit plan of the external auditors. The audit committee must review the IT Systems are aligned with the performance and sustainability objectives of the department. The Audit Committee will report directly to the Head of Department and the Executive Authority of the Department.
- ENQUIRIES** : Ms N. Mditshwa Tel No: (040) 940 7073/7083/7071/7077/7078/7081/7080

#### **DEPARTMENT OF HEALTH**

- CLOSING DATE** : 09 June 2023
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Additional Note: Applicants must utilize the e-Recruitment system to apply for Chief Executive Officer(CEO) posts. The system is available on: <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 to:

#### OTHER POSTS

**POST 18/152** : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**  
**ECHEALTH/CEO/MTH/APL/01/05/2023**

**SALARY** : R958 824 – R1 125 825 per annum (Level 12), an all-inclusive package  
**CENTRE** : Alfred Nzo District, Mount Ayliff Hospital  
**REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

**DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

**ENQUIRIES** : Mr B Msibi Tel No: 040 608 1163  
**APPLICATIONS** : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

**NOTE** : RecruitmentHeadOffice@echealth.gov.za (NB: For Technical Glitches Only – No CVs). eMail with your ID Number, your profile email address, details of the issue. 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 email address. For more information, please contact Ms S Ndlabhu Tel no: 040 608 1602/5/6/10

**POST 18/153** : **CHIEF EXECUTIVE OFFICER (CEO) REF NO:**  
**ECHEALTH/CEO/HUMS/APL/01/05/2023**

**SALARY** : R958 824 – R1 125 825 per annum (Level 12), an all-Inclusive package  
**CENTRE** : Sarah Baartman District, Humansdorp Hospital  
**REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge

- Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
- DUTIES** :
- To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
- ENQUIRIES** :
- Mr B Msibi Tel No: 040 608 1163
- APPLICATIONS** :
- Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>
- NOTE** :
- RecruitmentHeadOffice@ehealth.gov.za (NB: For Technical Glitches Only – No CVs). email with your ID Number, your profile email address, details of the issue. 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 email address. For more information, please contact Ms S Ndlabhu Tel no: 040 608 1602/5/6/10

**DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM**

***It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.***

- APPLICATION** :
- Submit Applications Only Via The Provincial E-Recruitment System, Which Is Available On <https://erecruitment.ecotp.gov.za>. Note: 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 to: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za) (NB: For Technical Glitches Only – No CVs) with your ID Number, your profile email address, and details of the issue. 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: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za) and not as specified above – your application will be regarded as lost and will not be considered.
- CLOSING DATE** :
- 09 June 2023
- NOTE** :
- It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge

or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

#### **MANAGEMENT ECHELON**

<b><u>POST 18/154</u></b>	:	<b><u>DIRECTOR: LEGAL SERVICES REF NO: DRDAR: 01/05/2023</u></b>
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	An LLB or 4 year recognized legal qualification. At least 5 years' appropriate post qualification legal/ litigation experience at middle/senior management level in the public service. Admission as an Attorney in South Africa. A thorough knowledge of the South African Legal System, Legal Practice and office management. Knowledge of government legislation and prescripts as well as the Constitution of South Africa. Job-related knowledge: Ability to understand and interpret the various pieces of Legislation administered by the Department. A good understanding of the Promotion of Access to Information Act (PAIA) and the Promotion of Administration of Justice Act (PAJA). Knowledge of administration, financial, and supply chain management processes in the public sector. Knowledge of employee performance management and development. Job-related skills: Law Interpretation and Legal research skills. Excellent drafting and writing skills. Dispute resolution skills. Client relations skills. Leadership, planning, communication, presentation, negotiation, and interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Candidates will be subjected to a competency assessment. A valid driver's license.
<b><u>DUTIES</u></b>	:	Draft and vet legal documents, such as agreements affidavits, delegations, reports, and correspondence of a legal nature. Conduct research, draft, vet, and/or amend legal documents. Manage the performance of the external legal team (where applicable) i.e., State Attorney and/or counsel. Provide legal opinions and general legal advice. Conduct research and legal opinions or provide advice. Manage the performance of the external legal team (where applicable) i.e., State Attorney, State Law Advisers, and/or counsel. Provide legal and administrative support in respect of Promotion of Access to Information Act (PAIA). Assess requests for access to the records held by the Department. Redirect the request to the relevant Deputy Information Officer/line function. Advise the relevant Deputy Information/line function of the processing of the requests. Compile and submit the annual Section 32 report to the Information Regulator. Manage the Directorate effectively and efficiently. Manage staff and budget for the Directorate. Performance Management and Development of staff. Address staff grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Procedure and departmental policies. Provide support and guidance to subordinates. Compile monthly, quarterly, and annual reports on the Directorate's performance against the Annual Performance Plan.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

#### **OTHER POSTS**

**POST 18/155** : **SPECIALIST SCIENTIST: CROP SCIENCE REF NO: DRDAR: 02/05/2023**

**SALARY** : R1 366 866 – R1 945 185 per annum, (all-inclusive package), (OSD)  
**CENTRE** : Dohne (Stutterheim)  
**REQUIREMENTS** : PHD in Science or relevant qualification in related Agricultural specialties (Agronomy, Soil, Horticulture, and Crop Sciences). At least 10 years' relevant post-graduate scientific experience. Compulsory registration with SACNASP as a professional. Program and project management skills. Advanced knowledge of scientific methodologies and models. Advanced research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing and presentation skills. Ability to create a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation skills. Recognized level of expertise. Mentoring. Communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

**DUTIES** : Oversee, develop, and implement methodologies, policies, systems, and procedures. Perform final reviews and approvals or audits on scientific projects. Perform scientific functions and establish research and regulatory frameworks. Guide the setting of scientific standards, specifications, and service levels according to organizational objectives. Monitor and evaluate scientific efficiency. Provide strategic research direction on scientific matters. Provide expert support and advice to stakeholders. Develop relationships and collaborations at national, regional, and international levels. Participate actively at national, regional, and international for a. Play a lead role in the presentation and exchange of scientific knowledge and information and review scientific publications. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data. Evaluate, monitor, and disseminate information. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures, Lead, co-ordinate and conduct basic (fundamental) and applied research. Ensure knowledge generation and dissemination. Review scientific publications. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters and Source funding for research projects. Mentor, train and develop scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes and manage the performance and development of staff.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/156** : **SPECIALIST SCIENTIST: ANIMAL SCIENCE REF NO: DRDAR: 03/05/2023**

**SALARY** : R1 366 866 – R1 945 185 per annum, (all-inclusive package), (OSD)  
**CENTRE** : Dohne (Stutterheim)  
**REQUIREMENTS** : PHD in Science or relevant qualification in related Agriculture specialties (Animal Science, Pasture/Rangeland Sciences). At least 10 years' relevant post-graduate scientific experience. Compulsory registration with SACNASP as a professional. Program and project management skills. Advanced knowledge of scientific methodologies and models. Advanced research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing and presentation skills. Ability to create a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation skills. Recognized level of expertise. Mentoring. Communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

**DUTIES** : Oversee, develop, and implement methodologies, policies, systems, and procedures. Perform final reviews and approvals or audits on scientific projects. Perform scientific functions and establish research and regulatory frameworks. Guide the setting of scientific standards, specifications, and service levels according to organizational objectives. Monitor and evaluate

scientific efficiency. Provide strategic research direction on scientific matters. Provide expert support and advice to stakeholders. Develop relationships and collaborations at national, regional, and international levels. Participate actively at national, regional, and international for a. Play a lead role in the presentation and exchange of scientific knowledge and information and review scientific publications. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data. Evaluate, monitor, and disseminate information. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures, Lead, co-ordinate and conduct basic (fundamental) and applied research. Ensure knowledge generation and dissemination. Review scientific publications. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters and Source funding for research projects. Mentor, train and develop scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes and manage the performance and development of staff.

- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/157** : **DEPUTY DIRECTOR: COORDINATION REF NO: DRDAR: 05/05/2023**
- SALARY CENTRE REQUIREMENTS** : R958 824 – R1 125 825 per annum (Level 12), (all-inclusive package)  
: Chris Hani District (Engcobo)  
: A qualification at NQF 8 level in Agriculture/ Developmental Studies. At least 5 – 8 years' experience in Agriculture/ Rural Development of which three (03) years must be at Assistant Director or equivalent level. Good financial management, organizing, facilitation, and communication skills. Ability to participate at local municipality IGR Forums. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
- DUTIES** : Coordinate agricultural and rural development activities within the local municipality. Coordinate, facilitate, align, and integrate development programs in the local municipality through the IDP. Overall management of all functions. Coordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programs within the local municipality. Ensure effective and efficient mobilization and utilization of HR and other resources.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/158** : **DEPUTY DIRECTOR: VETERINARY SERVICES REF NO: DRDAR: 06/05/2023**
- SALARY CENTRE REQUIREMENTS** : R958 824 – R1 125 825 per annum (Level 12), (all-inclusive package)  
: Joe Gqabi (Aliwal North)  
: An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC or B.VMSC) with at least 3 years' experience as a State Veterinarian in the field of Veterinary Services. Valid compulsory registration with the SA Veterinary Council as a Veterinarian. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Competencies: Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002, Public Finance Management Act No. 1 of 1999, Basic Conditions of Employment Act No. 75 of 1997 and Labour Relations Act No. 66 of 1995. It is required of the candidate to dispose of dynamic communication, negotiation, and interpersonal skills.
- DUTIES** : Enforce compliance with the Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Facilitate implementation of Animal Disease Surveillance and Control. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Play a leading role in animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and Financial Management. 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 of professionalism by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/159** : **STATE VETERINARIAN (X3 POSTS)**

**SALARY** : R811 560 – R952 485 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Chris Hani District (Intsika Yethu) – Ref No: DRDAR: 07/05/2023

**REQUIREMENTS** : Joe Gqabi District (Elundini) – Ref No: DRDAR: 08/05/2023  
Sarah Baartman District (Makhanda) – Ref No: DRDAR: 09/05/2023  
An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC OR B.VMSC). Valid proof of registration with the SA Veterinary Council as a Veterinarian. Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). The candidate should dispose of dynamic communication, negotiation, and interpersonal skills. A valid driver's license. Candidates will be subjected to a competency assessment.

**DUTIES** : Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act 71 of 1962 and Animal Identification Act 6 of 2002. Play a leading role in Animal Disease Surveillance and Control. Facilitate importation and exportation of animals and products of animal origin. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives. 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. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets. Qualifying unemployed Veterinarians who were given a bursary by the Department will be given preference.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/160** : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: DRDAR 10/05/2023**

**SALARY** : R811 560 – R952 485 per annum  
**CENTRE** : Head Office (Bhisho)

**REQUIREMENTS** : A recognised Bachelor's Degree/National Diploma (NQF6) in Public Admin/Public Management, Development Studies/LA plus 3-5 years' relevant working experience in a policy environment. Understanding of policy and legislation development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; knowledge of Project Management, stakeholder management and management of Human Resources. Excellent writing and presentation skills. A relevant honours or Master's degree may be an added advantage. A valid code B driver's license.

**DUTIES** : Manage the provisioning of Departmental policy. Provide support in the implementation of education policies and the evaluation of the efficiency of policies. Render cyclic review of all Departmental policies and policy gaps. Promote and coordinate Departmental policies. Provide technical support with the development of speeches, papers and communication inputs. Manage the



coordination of policy development research services. Promote and coordinate research. Maintain the Departmental research agenda. Maintain strategic issues and publish research products. Research strategic issues and publish research products. Develop an inventory of key research products and facilitate the process of transfer of knowledge. Manage the coordination of policy development research services. Promote and coordinate research. Maintain the Departmental research agenda. Maintain strategic issues and publish research products. Research strategic issues and publish research product. Develop an inventory of key research products and facilitate the process of transfer of knowledge. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (04)0 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/161** : **DEPUTY DIRECTOR: CONTRACTS AND VENDOR MANAGEMENT REF. DRDAR: 11/05/2023**
- SALARY CENTRE REQUIREMENTS** : R811 560 – R952 485 per annum (Level 11), (All-inclusive package)  
: Head Office (Bhisho)  
: An LLB or 4 year recognized legal qualification. At least 5 years' relevant experience, of which at least 3 years' must be at an Assistant Director level specializing in Contract Management. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). Valid Drivers' License. Note: Admission as an Attorney or Advocate will be an added advantage. Competencies: Knowledge of relevant legislation. Knowledge of SCM policies and procedures, practice notes. Knowledge of BBBEE Act No. 53 of 2003. Knowledge of Contract Management in the public sector environment and knowledge of the PFMA and Treasury Regulations. Experience in the management of major contracts and Project Management. Accountability and ethical conduct. Good communication skills. Client orientation and customer focus. Problem-solving and analysis skills.
- DUTIES** : Development of standard service level agreements and contracts. Ensure that the activities outlined in the contracts are performed after the contract is awarded. Monitor and evaluate the implementation of contracts and ensure that all contracts are legally vetted. Manage and oversee all departmental contracts and ensure compliance. Identify and manage contract risks. Monitor supplier performance. Maintain the Defaulting Suppliers Register. Manage the effective, economical, and efficient utilization of the Sub Directorate's physical, financial, and human resources.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/162** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DRDAR: 12/05/2023**
- SALARY CENTRE REQUIREMENTS** : R811 560 – R952 485 per annum (Level 11), (all-inclusive package)  
: Chris Hani District (Komani)  
: A qualification at NQF level 7 in Financial Management/ Accounting or equivalent relevant qualification. At least 3 years' of relevant experience in Financial Management at an Assistant Director Level. Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA). Good understanding of the BAS System as well as the interface between the bank and the BAS System. Effective communication skills, both written and verbal. Problem-solving skills. A clear understanding of the public sector legislative framework (PMFA and related Treasury Regulations). Ability to work under pressure and to meet deadlines. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid Drivers' License.
- DUTIES** : Manage financial revenue, expenditure, and accounting practices within the District. Monitor legislative, policy and procedure compliance. Ensure that proper budget control mechanisms are in place in the District. Submit operational plans and performance reports. Provide advice and guidance to role-players on revenue and expenditure procedures. Undertake revenue, expenditure management, and accounting services as required. Ensure that cashier, banking, debt management, monitoring, and reporting services are rendered. Process payments related to compensation of employees, goods and services, transfers, and subsidies. Render financial administration and

accounting services such as ledgers/journals and interim and annual financial statements. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement, and maintain processes to ensure that performance targets are met. Compile and submit all required reports. Serve on transversal task teams as required. Procurement and asset management for the sub-directorate. Quality assure the work of subordinates. Functional technical advice and guidance.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/163** : **VETERINARY CLINICIAN (LECTURER) REF NO: DRDAR: 187/05/2023**

**SALARY** : R811 560 – R952 485. per annum (Level 11)  
**CENTRE** : Tardi (Tsolo)  
**REQUIREMENTS** : An appropriate qualification at NQF level 8 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. Computer Literacy. Knowledge of OIE prescripts is essential. A valid code 10 driving license with PDP.

**DUTIES** : Didactic and clinical/experiential training of diploma students, interns and experiential learners. Visits to industry as part of preparation for students field exposure and edutour (diary, stud breeder, welfare etc.). Community engagement: rolling out mobile outreach clinics, preparation and attending career exhibitions and seminars, as well as attending traditional horse racing events. Provide training on PAHC and other related health care issues in communities within and outside TARDI. Research: Identification of research areas, conducting research and witting papers. Departmental and Faculty administrative and other duties as delegated by the Academic Head and/or Principal or delegated person.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/164** : **DEPUTY DIRECTOR: PERSAL MANAGEMENT REF NO: DRDAR: 13/05/2023**

**SALARY** : R811 560 – R952 485 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7) as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Industrial Psychology. At least 3-5 years' relevant experience as an Assistant Director in PERSAL Management. Must have obtained the following PERSAL certificates: PERSAL Introduction, Personnel Administration, PERSAL Establishment, and PERSAL Controller Course. Knowledge: A very good understanding of the PERSAL System and in particular PERSAL/BAS Interface, analysis of PERSAL reports, and correcting discrepancies on PERSAL. Knowledge of the Public Service Act, No. 111 of 1994, Public Service Regulations of 2016, Basic Conditions of Employment Act, No. 75 of 1997, Employment Equity Act, No. 55 1998, Promotion of Access to Information Act, No. 2 of 2000, HR Management policies. Performance Management and Development and stakeholder and customer relationships. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid Drivers' License.

**DUTIES** : Ensure adherence to policies and procedures pertaining to Human Resources and Salary Administration. Ensure that high-level decisions pertaining to PERSAL. Ensure that sound and effective personnel and salary management systems and procedures are in place in the Department. Oversee the implementation of PERSAL auditing and control measures. Provide support and guidelines to PERSAL users. Ensure that the PERSAL functions and capabilities are optimally utilized. Ensure that the PERSAL User Group is well-trained and equipped to execute functions. Implement measures to ensure a comprehensive and updated primary information source. Ensure effective PERSAL infrastructure management. Establish comprehensive guidelines and processes in line with Human Resource and Financial Policies including Post Establishment maintenance, Human Resource Utilization, Service Benefits, Budgets, Estimates and Departmental liabilities. Provide strategic advice to Management regarding PERSAL information. Provide accurate reports for the Interim and Annual Financial Statements of the Department. Ensure the

correctness of HR information for the Annual Report. Conduct quarterly reviews to verify compliance with the User Account Management Procedure Manual. Chair departmental PERSAL Forum meetings. Attend Provincial/National PERSAL forums and give input. Ensure the implementation of instructions issued by National & Provincial Treasury.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062

**POST 18/165** : **ENGINEER GRADE A/B/C REF NO: DRDAR: 04/05/2023**

**SALARY** : R795 147 – R1 197 978 per annum, (OSD)  
**CENTRE** : Head Office (Dohne)

**REQUIREMENTS** : Engineering degree (B Engineering/ BSC (Engineering) or relevant qualification at NQF level 7. Six (6) years post qualification experience acquired as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A Programme - or Project Management course will be an added advantage. Knowledge of local government sector/ municipalities and municipal electrification programs would also be an added advantage. Presentation, communication, liaison, coordination, planning, and organizing skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.

**DUTIES** : Coordinate and approve the planning, design, and preparation of specifications and tender documents. Perform contract management and construction supervision for the development of agricultural infrastructure as a Professional Engineer. Perform final reviews and approvals or audits on new engineering designs according to the design principle of theory. Coordinate design efforts and integration across disciplines to ensure integration with current technology. Pioneer new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Allocate, control, monitor, and report on all resources. Compile risk logs and manage significant risks according to sound Risk Management practice. Allocate, control, and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation, and utilization of human resources. Manage the key performance areas of staff by setting and monitoring performance standards and taking actions to correct deviations, to achieve departmental objectives.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/166** : **SCIENTIST (PRODUCTION) GRADE A: PASTURE (X2 POSTS)**

**SALARY** : R687 879 – R739 509 per annum, (OSD)  
**CENTRE** : Chris Hani (Komani) – Ref No: DRDAR: 14/05/2023  
OR Tambo (Mthatha) – Ref No: DRDAR: 15/05/2023

**REQUIREMENTS** : A qualification at NQF level 7 in Agriculture having majored in Livestock / Pasture Science. Compulsory registration with SACNASP as a Professional. At least 3 years' appropriate experience after having obtained the qualification. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management, and problem solving and analysis. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid Drivers' license.

**DUTIES** : Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/167** : **SCIENTIST (PRODUCTION) GRADE A: DAIRY REF NO: DRDAR: 16/05/2023**

**SALARY** : R687 879 – R739 509 per annum, (OSD)

**CENTRE** : Tardi (Tsolo)

**REQUIREMENTS** : A qualification at NQF level 7 in Agriculture – Animal Science majoring in Dairy Science. Compulsory registration with SACNASP as a Professional scientist. Qualification at NQF 8 will be an added advantage. At least 3 years' appropriate experience after having obtained the degree in the dairy industry or feed industry. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

**DUTIES** : Responsible for providing academic support to animal health training, research, and continuing education in the area of Animal Science. Manage the dairy in accordance with prescripts and ensure productivity. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Lecturing of Diploma students. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/168** : **SCIENTIST (PRODUCTION) GRADE A: CROP REF NO: DRDAR: 186/05/2023**

**SALARY** : R687 879 – R739 509 per annum, (OSD)

**CENTRE** : Dohne (Stutterheim)

**REQUIREMENTS** : A qualification at NQF level 7 in Agriculture – Animal Science majoring in Crop Science. Compulsory registration with SACNASP as a Professional scientist. Qualification at NQF 8 will be an added advantage. At least 3 years' appropriate experience after having obtained the degree. in the dairy industry or feed industry. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer-aided scientific application, knowledge of legal compliance, technical report writing, creating a high-performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

**DUTIES** : Responsible for providing academic support to animal health training, research, and continuing education in the area of Animal Science. Manage the dairy in accordance with prescripts and ensure productivity. Develop and implement scientific methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/169** : **CONTROL SCIENTIFIC TECHNICIAN GRADE A REF NO: DRDAR: 17/05/2023**

**SALARY** : R499 275 – R570 657 per annum, (all-inclusive package), (OSD)

**CENTRE** : Dohne (Stutterheim)

**REQUIREMENTS** : A BSc Degree with 6 years' technical scientific experience after having obtained the degree. Compulsory registration with SACNASP as a Certificated Natural Scientist. Program and project management. Knowledge of scientific

methodologies and models. Research and development skills. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing skills. Ability to create a high-performance culture. Professional judgment. Data analysis skills. Policy development and analysis skills. Scientific presentation skills. Recognized level of expertise. A valid drivers' license.

**DUTIES** : Oversee, develop, and implement methodologies, policies, systems, and procedures: Perform final review and approvals or audits on technical scientific projects, Perform technical scientific functions and establish procedural and regulatory frameworks, Set technical standards, specifications, and service levels according to organizational objectives, Develop and maintain health and safety standards, and monitor and evaluate technical efficiencies. Provide strategic leadership on technical scientific matters: Provide expert support and advice to stakeholders, Manage technical facilities/ units. Develop relationships and collaborations at national, regional, and international levels. Participate at national, regional, and international fora, and play a lead role in the presentation and exchange of technical knowledge and information. Lead the coordination and development of databases, procedures, and regulatory frameworks: Design technical methodology for the acquisition and processing of data. Manage the evaluation, monitoring, and dissemination of data, Design, develop and customize appropriate technical procedures to generate information and knowledge. Formulate and evaluate proposals and compile reports. Research and development: Continuous professional development to keep up with new technologies and procedures, initiate, lead, coordinate, and conduct basic and applied research. Ensure knowledge generation and dissemination. Review technical publications and manage technical support for scientific research. Publish and present research findings (results), and liaise with relevant bodies/councils on technical/science-related matters. Human capital development: Mentor, train and develop technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical work and processes, and manage the performance and development of staff.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/170** : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: DRDAR: 18/05/2023**

**SALARY** : R424 104 – R496 467 per annum (Level 09)  
**CENTRE** : Amathole District (East London)  
**REQUIREMENTS** : A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in Human Resources, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations, and Wellness. Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL System. People management and empowerment skills. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Proficiency in the application of the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

**DUTIES** : Provide HRM, HRD, Employee Relations, Employee Health and Wellness, and Auxiliary Services in the District. Facilitate recruitment and selection processes. Process applications for service benefits and terminations in the District. Implement and ensure compliance with HR legislation, policies, and procedures. Customer/stakeholder engagement. Advise management and staff on HR matters. Maintain and administer PERSAL utilization including staff appointments, payment of performance incentives, payment of service benefits, and leave management. Manage staff performance and development. Prepare HR reports. Manage Auxiliary Services in respect of ICT and Office Services.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/171** : **ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEMS REF NO: DRDAR: 19/05/2023**

**SALARY** : R424 104 – R496 467 per annum (Level 09)

**CENTRE** : Head Office (Bhisho)

**REQUIREMENTS** : A qualification at NQF level 6 In Computer Science/ Software Engineering/ Information Technology with Programming / Development Software and Information Systems as major subjects. At least 5 years' relevant experience in the ICT environment of which Minimum 3 years' experience in the ICT field within systems development, database design and development, support, and maintenance, as well as solution design and analysis in the corporate or public sector environment. A valid driver's license. Substantial knowledge of the Windows Development platform, Microsoft .NET Framework, Visual Studio, C++, ASP.Net (C#), Windows SharePoint Services (WSS), Web technologies including HTML5, CSS3. SQL/PL/SQL, SQL Server Reporting Services, System Development Life Cycle (SDLC) Framework. Networking concepts, DNS, DHCP, and TCP/IP. Computer and network security principles. A clear understanding of the public sector legislative framework (PMFA and related Treasury Regulations). Ability to work under pressure and to meet deadlines.

**DUTIES** : Software Development and support service to review, design, develop and maintain the Information System for the Eastern Department of Rural Development and Agrarian Reform. Ensure that standards, procedures and methods for the development and maintenance of database system software is adhered to. Designing of Database schema and ERD's, Assess, analyse database structure and environment as well as performance and make improvements where necessary. Prepare reports for quarterly and year-end reporting. Daily management of subordinates.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/172** : **ASSISTANT DIRECTOR: PAYMENTS/ EXPENDITURE SERVICES REF NO: DRDAR: 20/05/2023**

**SALARY** : R424 104 – R496 467 per annum (Level 09)

**CENTRE** : Head Office (Bhisho)

**REQUIREMENTS** : A qualification at NQF level 7 as recognized by SAQA in Finance/Financial Management/Internal Auditing/Accounting/Cost and Management Accounting/Taxation/Bachelor of Commerce in Accounting or equivalent qualification majoring in Accounting. 3 years' working experience at supervisory level. Good knowledge of financial systems BAS and LOGIS, government policies and planning systems, government programme of action, policies and procedures, information management and performance management. Must possess a valid driver's license.

**DUTIES** : Facilitate service provider payment and ensure that the correct invoice amount is paid to appropriate banking details within 30 days from the date of receipt of an invoice, and report issues of non-compliance. Monitor creditors' reconciliation to ensure that all departmental contractual obligations are paid on time and report to the relevant authority on monthly, Quarterly and Annually Report identified issues of irregular, unauthorized, fruitless and wasteful expenditure. Ensure filling and safekeeping of payment vouchers in the strong room by implementing access control measures. Attend to audit. Manage performance and conduct of subordinates. Understanding of Financial Statement (IFS and AFS) Skills and Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analyzing, conflict management and working in a team.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/173** : **ASSISTANT DIRECTOR: PRE-AUDIT REF NO: DRDAR: 21/05/2023**

**SALARY** : R424 104 – 496 467 per annum (Level 09)

**CENTRE** : Head Office (Bhisho)

**REQUIREMENTS** : A qualification at NQF level 7 as recognized by SAQA in Financial Management / Internal Auditing (with Accounting & Auditing as subjects). A minimum of 5 years' experience of which 3 years must be at supervisory level within an Internal Control / Pre-Auditing environment. or Internal Auditing. In-depth understanding of the Public Sector legislative framework (PFMA,

- Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting Framework). Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good verbal and writing skills. Ability to work under pressure and to meet deadlines. A valid driver's license.
- DUTIES** : Interpret and apply relevant legislation, policies, regulations, frameworks, standards, and guidelines. Receive procurement-related documents for compliance checking to prevent irregular, fruitless, and wasteful expenditure being incurred by the department before an order is generated on LOGIS. Supervise the issuing of Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Supervise the provisioning of reasons for issuing of non-compliance pre-audit certificates for order generation. Receive pre-authorized payment vouchers for compliance checking before final authorization by the Payment Section. Prevent and detect irregular expenditure and report such information to the immediate supervisor. Assist with the compilation of the monthly reports for the Pre-Audit Unit. Maintain a good working relationship with clients and stakeholders including internal and external auditors. Assist with the implementation of internal control systems. Ensure effective utilization of human and material resources allocated to the Unit.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/174** : **SPECIAL PROGRAMME UNIT (SPU) COORDINATOR (X2 POSTS)**
- SALARY CENTRE** : R424 104 – R 496 467 per annum (Level 09)  
: Head Office (Bhisho): Ref No: DRDAR: 22/05/2023  
: O.R. Tambo District (Mthatha): Ref No: DRDAR: 23/05/2023
- REQUIREMENTS** : A qualification at NQF level 6 in Developmental Studies Community Development / Social Services or any other related qualification. A minimum of 3 years' experience working with special groups at supervisory level. Knowledge of relevant Public Sector Policies and Procedures. Understanding and practical experience/exposure to Community Development issues. Good organizing, facilitation, and communication skills (verbal and writing). Good interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
- DUTIES** : Providing an effective coordination and monitoring and evaluation framework of the implementation in the districts and liaise with the Head Office SPU Directorate. Assisting the designed groups in accessing the services offered by the department. Providing support and advice to the District on issues affecting gender, disability, youth, children & elderly. Report on programmes and activities affecting designated groups in the district.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- NOTE** : Only Persons Living with Disabilities will be considered for the post with Bhisho As Centre (Ref. DRDAR: 22/05/2023).
- POST 18/175** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DRDAR: 24/05/2023**
- SALARY CENTRE** : R424 104 – R496 467 per annum (Level 09)  
: Amathole (East London)
- REQUIREMENTS** : A qualification at NQF level 7 in Financial Management / Accounting, Cost & Management Accounting with 3-5 years' relevant experience of which 3 years must have been at a supervisory level in the relevant field. Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management, and budget processes in Government. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical, and problem-solving skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
- DUTIES** : Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and

		Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk management.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/176</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DRDAR: 25/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 – R496 467 per annum (Level 09) Chris Hani District (Komani) A qualification at NQF level 7 in Asset Management/ Supply Chain Management/ Financial Management/ Auditing, with at least 5 years' relevant experience in Asset Management of which 3 years' must have been at the level of State Accountant or equivalent position. Candidates will be subjected to a competency assessment. Thorough understanding of the Standard Chart of Accounts (SCOA). Good understanding of the BAS System. Advanced computer skills. Good writing and verbal communication skills. Problem-solving skills. A clear understanding of the public sector legislative framework (PMFA, Treasury Regulations, and related prescripts. Ability to work under pressure and to meet deadlines. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<b><u>DUTIES</u></b>	:	Monitor and review the capturing of all physical (moveable and immovable) assets in the Asset Management Registers. Receipt of all moveable assets. Perform quantity and quality control. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Monitor and review the allocation of assets to asset holders. Determine asset allocation according to furniture and equipment policy and procedures of the Department. Capturing of asset information on the inventory list (room list) of the asset holder. Issuing of asset and inventory list (room list) list to asset holder. The delivery of assets to the asset holder. Approval of the moveable Asset Register updates. Monitor assets for physical condition, utilization functionality, and financial performance. Monitor the performance of asset verification according to prescribed timeframes. Give guidance to employees on Asset Management matters. Develop, implement, and monitor work systems and processes to ensure efficient and effective utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/177</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 26/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 – R496 467 per annum (Level 09) Tardi (Tsolo) A qualification at NQF level 7 in Supply Chain Management / Logistics, Purchasing Management, Accounting/ Business Management with 3-5 years' experience in Supply Chain Management, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing, facilitation, verbal and written communication skills. Good interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
<b><u>DUTIES</u></b>	:	Responsible for effective and efficient Procurement Services, Fleet Management Services and Logistics. Ensure compliance with all relevant Supply Chain Management legislation and policies. Management and control of LOGIS. Provide training to staff on the LOGIS System. Prepare Procurement Plans and be responsible for Bid Administration. Monitor commitments and re-commitments on the System. Management and control of departmental assets and transport. Fleet Management: Processing of accidents, damages to vehicles, stolen vehicles, theft, and losses. Management and control of purchasing stores, equipment, and services. Management and control of contract administration and supplier performance.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>



**POST 18/178** : **ASSISTANT DIRECTOR: HR PROVISIONING & HR REGISTRY SERVICES**  
**REF NO: DRDAR: 27/05/2023**

**SALARY** : R424 104 – R496 467 per annum (Level 09)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : A qualification at NQF level 6 in HR Management / Public Management. At least 3-5 years of relevant experience of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resource Administration, Performance Management, Human Resource Development, Good understanding of the Public Service Regulatory Framework. Experience in working on the PERSAL System. Good people management and interpersonal skills. Proficiency in the Microsoft Office Suite (Microsoft Outlook, PowerPoint, MS Word, and Excel). Candidates will be subjected to a competency assessment. A valid driver's license.

**DUTIES** : Manage human resource provisioning services in relation to appointments, transfers, OSD implementation, transfers, grade progression, translation in rank, secondments, structuring of MMS / SMS packages, etc. Develop and implement best practice policies and models for HR Provisioning. Provide guidance and support to District Offices and line managers on recruitment and HR matters. Ensure compliance with HR legislation and policies. Ensure data acquisition, analysis, information management, and reporting in terms of Employment Practices. Manage HR Registry Services. Manage the resources of the unit.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: ercruitment@drdar.gov.za

**POST 18/179** : **ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: DRDAR:**  
**28/05/2023**

**SALARY** : R424 104 – R496 467 per annum (Level 09)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : A qualification at NQF level 6 in HR Management/ Industrial Psychology/ Public Management. At least 3-5 years' experience of which 3 years must be at supervisory level. Experience in leave management, service benefits, Incapacity Leave and Ill-Health Retirement (PILIR) and service terminations. Understanding of the relevant public service legislation, procedures, and prescripts. Planning, organizing, project management and HR management skills. Good verbal and writing skills. Good interpersonal skills. Knowledge of the PERSAL System. Ability to work under pressure and adhere to strict deadlines. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

**DUTIES** : Manage and monitor the implementation of service benefits such as leave, allowances, resettlement, medical assistance, long service recognition, and service terminations. Conduct information-sharing sessions on service benefits and conditions. Manage the implementation of the Policy on Incapacity Leave and Ill-Health Retirement (PILIR).

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: ercruitment@drdar.gov.za

**POST 18/180** : **ASSISTANT DIRECTOR: OFFICE SERVICES REF NO: DRDAR: 29/05/2023**

**SALARY** : R424 104 – R496 467 per annum (Level 09)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : An appropriate NQF level 6 qualification in Facilities Management/ Supply Chain Management/ Office Management/ Public Management. At least 3 years' supervisory experience. Good planning and organizing skills. Ability to engage with clients and service providers. Problem-solving skills. Understanding of contract management. Good communication skills. Client orientation and Customer Focus. Knowledge of the relevant public service legislative and policy framework and departmental service delivery principles. Knowledge of Occupational Health & Safety. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

**DUTIES** : Facilitate cleaning and gardening services. Identify properties that require maintenance. Facilitate the procurement of working tools such as cell phones. Ensure that payments are timely made to service providers such as Telkom and municipalities. Manage the supervision and allocation of Cleaners to buildings at Head Office. Compile specifications for service contracts. Compile

- documentation for procurement of goods and services to Supply Chain Management. Monitor contract performance and process payments on time. Manage staff, assets, and financial resources.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/181** : **MONITORING & EVALUATION SPECIALIST REF NO: DRDAR: 30/05/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 – R496 467 per annum (Level 09)  
: Head Office (Bhisho)  
: A qualification at NQF level 6 in M&E/ Public Administration/ Public Policy or Public Finance or other relevant qualification as recognized by SAQA. At least 3-5 years' relevant experience in Strategic Management, Monitoring, and Evaluation. Knowledge of the application of Monitoring and Evaluation systems. A strong research background. The ability to appraise programs and development projects. Good communication, presentation, and report-writing skills. A valid driver's license.
- DUTIES** : Evaluate the implementation of Departmental policies and assess the impact and sustainability of programs. Collect, store, analyze, and disseminate research and M&E information. Ensure the accuracy and integrity of captured information. Monitor the performance through monthly, quarterly, and annual reports submitted. Monitor and evaluate the implementation of departmental programs. Compile and analyze the departmental monthly, quarterly, and annual reports. Provide detailed project reports and documentation. Promote quality assurance of information received to account for development interventions. Conduct verification of projects undertaken in the district. Provide effective liaison communication and consultation with relevant stakeholders.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel Nol (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/182** : **SENIOR AGRICULTURAL ADVISOR (X10 POSTS)**
- SALARY CENTRE** : R424 104 – R496 467 per annum (Level 09)  
: Amathole District (Elliotdale): Ref No: DRDAR 31/05/2023  
: Amathole District (Idutywa): Ref No: DRDAR 32/05/2023  
: Amathole District (Mdantsane): Ref No: DRDAR 33/05/2023  
: Amathole District (Middledrift): Ref No: DRDAR 34/05/2023  
: Amathole District (Komga): Ref. DRDAR: 35/05/2023  
: O.R. Tambo District (Libode): Ref No: DRDAR: 36/05/2023  
: O.R. Tambo District (Port St John's): Ref No: DRDAR: 37/05/2023  
: O.R. Tambo District (Qumbu): Ref No: DRDAR: 38/05/2023  
: O.R. Tambo District (Lusikisiki): Ref No: DRDAR: 39/05/2023  
: Tardi (Tsolo) – Ref No: DRDAR: 40/05/2023
- REQUIREMENTS** : An appropriate NQF level 8 qualification in Agriculture as recognized by SAQA. Compulsory registration with SACNASP. At least 3 years' experience in the field of Extension and Advisory Services. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management skills. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment.
- DUTIES** : Coordinate the implementation of all strategic agricultural and rural development programs. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions. Manage the allocated resources in line with legislative, and departmental policy and directives. Comply with corporate governance and planning imperatives. Maintain high work 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 the manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support to staff members and afford staff adequate training and development opportunities. Management of assets.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/183** : **LEGAL ADMINISTRATION OFFICER GRADE 5 REF NO: DRDAR: 58/05/2023 (X2 POSTS)**

**SALARY** : R373 389 per annum, (OSD)  
**CENTRE** : Head Office (Bhisho)  
**REQUIREMENTS** : An LLB Degree or 4 years recognized legal qualification coupled with 1-2 years' experience in the Legal Administration environment. Knowledge of the South African Legal System, Legal Practice and related spheres. Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA), Public Service Act and Labour Relations Act. Understanding of court processes and related time frames. Law Interpretation and Legal research skills. Ability to work under pressure with strict deadlines and work overtime. Ability to manage and analyze huge volumes of data. The ability to communicate effectively and in an understandable way without defeating the purpose of communication. Proficiency in the Microsoft Office Suite (MS Word, Excel, PowerPoint, and Project Management). Creative thinking, innovation and interpersonal skills. Practical knowledge of Supply Chain Management and Financial Management processes. Excellent communication skills. A valid driver's license.

**DUTIES** : Receipt and distribution of correspondence. Opening & assigning new matters for legal admins. Prepare and process legal payments. Prepare and analyze financial statements in respect of legal claims against the Department. Compile monthly/quarterly reports on legal claims. Updating, managing, and maintaining the register of all legal claims against the Department. Perform basic procurement process. Liaise with various stakeholders including private attorneys, State Attorneys & other service providers. Conduct records and document management.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/184** : **AGRICULTURAL ADVISOR (X12 POSTS)**

**SALARY** : R359 517 – R420 402 per annum (Level 08)  
**CENTRE** : Amathole District (Butterworth): – Ref No: DRDAR: 41/05/2023 (X2 Posts)  
Amathole District (Mdantsane ): – Ref No: DRDAR: 42/05/2023 (X2 Posts)  
Amathole District (Zwelitsha) – Ref No: DRDAR: 43/05/2023  
Chris Hani District (Intsika Yethu) – Ref No: DRDAR: 44/05/2023  
Chris Hani District (Emalahleni): – Ref No: DRDAR: 45/05/2023  
Chris Hani District (Lukhanji): – Ref No: DRDAR: 46/05/2023  
Chris Hani District (Inkwankca): – Ref No: DRDAR: 47/05/2023  
O.R. Tambo District (Mthatha): – Ref No: DRDAR: 48/05/2023  
O.R. Tambo District (Libode) – Ref No: DRDAR: 49/05/2023  
Alfred Nzo District (Maluti) – Ref No: DRDAR: 50/05/2023

**REQUIREMENTS** : An appropriate qualification at NQF level 8 in Agriculture. Compulsory registration with SACNASP. Self-management, People management, Change Management, Conflict management, Customer focus and responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license. Candidates will be subjected to a competency assessment. Preference will be given to DRDAR bursary holders meeting the qualification requirement.

**DUTIES** : Performs an operational technical role for the Department related to Agriculture and Rural Development. Give practical and technical advice to farmers. Coordination of agricultural activities. Transfer of farming skills to a wide range of producers by focusing on farms, feedlots, and abattoirs/slaughtering facilities. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGOs, and research establishments towards supporting farmers. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies, and new developments to be able to render an efficient and effective Extension Service.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/185** : **ANIMAL HEALTH TECHNICIAN (X6 POSTS)**

**SALARY** : R359 517 – R420 402 per annum (Level 08)  
**CENTRE** : Amathole District (Elliotdale) – Ref No: DRDAR: 51/05/2023

		Amathole District (Fort Beaufort): – Ref No: DRDAR: 52/05/2023
		Amathole District (Idutywa): – Ref No: DRDAR: 53/05/2023
		Amathole District (Middledrift): – Ref No: DRDAR: 54/05/2023
		O.R. Tambo District (Qaukeni): – Ref No: DRDAR: 55/05/2023
		Sarah Baartman District (Makhanda): – Ref No: DRDAR: 56/05/2023
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies will be required on the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician with regard to animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/186</u></b>	:	<b><u>SKILLS DEVELOPMENT COORDINATOR REF NO: DRDAR: 59/05/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification at NQF 6 level in Social Science/ Agriculture/ Development Studies/ Education. At least 3 years' relevant experience in the Training field. Facilitator/ Assessor Skills. Clear understanding of the PGDP, AET Strategy of 2005, Department Strategic Plan, Branch Annual Performance Plan and Food Security & Infrastructure Development Programs of the Department. Good Presentation, facilitation and research skills. Sound knowledge of the relevant legislation, policies and regulations in the Public Service. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide ongoing facilitation/ advice/ liaison with farmer groups, agriculture based projects and AET Service Providers, community projects on agriculture, rural development and soft skills training programs, Design and develop training needs assessment instruments, Facilitate the development of training plans for agriculture and rural development project beneficiaries. Capture and assess training needs of project beneficiaries, Monitor the rollout of training plans. Develop and submit monthly, quarterly and annual training reports. Compile monthly district training activities.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/187</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: PRE-AUDIT REF NO: DRDAR: 60/05/2023 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 as recognized by SAQA in Financial Management / Internal Auditing (with Accounting & Auditing as subjects) Auditing). A minimum of 2 years' experience within a public service financial management environment. Understanding of the legislative framework (PFMA, Treasury Regulations, SCM Prescripts, and Departmental Financial Reporting

		Framework) that governs Public Sector Financial and Supply Chain Management). Proficiency in the Microsoft Office Suite (Excel, MS Word, and PowerPoint). Knowledge of Government Transversal Systems (BAS, PERSAL, and LOGIS). Good communication skills at all levels (verbal and writing). A valid driver's license.
<b><u>DUTIES</u></b>	:	Receive commitment vouchers (order vouchers) for compliance checking (pre-auditing) in order to prevent irregular, fruitless and wasteful expenditure before an order is generated on LOGIS. Issue Pre-audit certificates for all documents that are compliant with the procurement prescripts for the generation of an order. Issue non-compliance pre-audit certificate for all commitment vouchers that are not in line with procurement processes and SCM Prescripts, giving detailed reasons and submit to immediate supervisor. Receive pre-authorized payment vouchers for compliance checking before final authorization by payment section. Issue Non-compliance certificate for payment vouchers deemed to be non-compliant with payment processes. Maintain a good working relationship with clients and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>NOTE</u></b>	:	Only Persons Living with Disabilities will be considered for one of the Two Posts.
<b><u>POST 18/188</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (EXPENDITURE SERVICES) REF NO: DRDAR: 61/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 – R420 402 per annum (Level 08) Head Office (Bhisho) A qualification at an NQF level 7 as recognized by SAQA in Finance/Financial Management/Internal Auditing/Accounting/Cost and Management Accounting/Taxation or equivalent. 2 years' working experience at level 7 (State Accountant). Good knowledge of financial systems BAS and LOGIS, Knowledge of financial and administrative processes, Knowledge of Public sector financial policies and payment processes, Proficiency in MS Suite/Office (MS Word, PowerPoint and Excel) policies and procedures. A valid driver's license.
<b><u>DUTIES</u></b>	:	Facilitate service provider payment and ensure that the correct invoice amount is paid to appropriate banking details within 30 days from the date of receipt of an invoice, and report issues of non-compliance. Capture Sundry payments and Pre-Authorize transactions, Facilitate submission of Compliance Certificate, Identify discrepancies in supporting documents submitted and transactions. Monitor creditors' reconciliation to ensure that all departmental contractual obligations are paid on time and report to the relevant authority. Report identified issues of irregular, unauthorized, fruitless and wasteful expenditure. Facilitate proper filing system and safekeeping of payment vouchers in the strong room and implementing access control measures. Retrieve batches requested during audit (both Internal and External Auditing). Manage performance and contract with subordinates. Maintain good working relations with clients and Stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/189</u></b>	:	<b><u>DATABASE DEVELOPER REF NO: DRDAR: 62/05/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 – R420 402 per annum (Level 08) Head Office (Bhisho) A qualification at NQF level 6 in Information and Communication Technology or B. Com in Information Systems / Financial Information Systems. MCDBA will be an added advantage. A minimum of 2 years' experience in designing, implementing, and administering Databases (MS SQL/Oracle), SQL Server Reporting Services or Crystal Reports, .NET (C#), ASP, and Microsoft BI Development Studio. Experience with schema design, ERD's, stored procedures, triggers, views, functions, data modelling, and reporting services. Hands-on database development/design experience including logical and physical modelling. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Administer and Design databases which include administrative and control database access, Database Backup and Recovery, Database maintenance, Database Performance Management, Database Capacity Management, Data

		Integrity, Database System Software Maintenance, Application Software Maintenance, Database Creation, and Database Design. Design database schema and ERD's. Ensure that change control processes are adhered to.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/190</u></b>	:	<b><u>SENIOR ADMIN OFFICER: PROJECT MANAGEMENT REF NO: DRDAR: 67/05/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6 in Project Management/ Financial Management/ Public Administration with a minimum of 3 years' relevant experience in general administration, of which at least 2 years' must be in the Project Management environment. Proficiency in the Microsoft Office Suite (Excel, MS Word, MS Project and PowerPoint). A valid driver's license. Competencies: Project Management knowledge and skills. Administration skills. Good communication skills (written and verbal). Organisational, analytical and problem-solving ability. Financial Management. Customer Care. Knowledge of farmer(s) management processes and policies. Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and relevant Government Regulations and Policies. Supervisory skills. Ability to work extended hours and work under pressure. Interpersonal and Conflict management skills.
<b><u>DUTIES</u></b>	:	Project Administration. Provisioning Services. Perform a supporting function to other technical staff in Centre. Prepare and submit consolidated financial and non-financial ad-hock, weekly, monthly, and quarterly and annual sub programme as well as performance reports. Provide logistic support functions, such as farmers funding coordination and general support to farmers. Monitor budget expenditure patterns as well as monthly cash-flow projections for the sub-directorate including Districts. Sub-directorate budget implementation and management. Document control and management of files for record keeping and audit purpose. Arrangement of meeting arrangements, facilitate attendance, minute taking, dissemination of minutes thereafter and monitoring implementation of the action items Manage. Supervise administration officers and trainees.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/191</u></b>	:	<b><u>SENIOR ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 68/05/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mpofu Training Centre
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 qualification in Supply Chain Management/ Purchasing Management/ Logistics Management. 2-3 years' working experience in Supply Chain Management Environment. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPFA). Departmental Supply Chain Management procedures and policy. Broad Based Black Economic Empowerment. Construction Industry Development Board (CIDB) Act and Regulations. Job related skills: Computer literacy. Interpersonal skills. Administration skills. Communication skills (verbal and written). Teamwork. Working under pressure. A valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct supply chain compliance monitoring in different supply chain management units. Ensure the pre audit function on a daily basis in each supply chain management request in National Office is done in line with Treasury Regulations on a daily basis. Ensure National Bid Adjudication Committee and Provincial Bid Adjudication Committee comply with supply chain management prescripts. Ensure the conducting of spot checks and site visits to all Provinces. Ensure uniformity of supply chain management practices. Compile reports on supply chain management performance. Ensure compilation of Ministerial reports on supply chain management trends. Ensure National Treasury / Auditor-General / Executive Management reports are compiled in line with supply chain management prescripts. Compile supply chain management risk register and update supply chain management audit file. Ensure the supply chain management risk register is updated and all

Auditor-General, Internal Audit findings are addressed in all Provinces. Ensure all supply chain management queries are addressed. Ensure all supply chain management points are updated as per audit findings. Assist in supply chain 13 management prescripts development and training. Assist in supply chain management policy development. Ensure the training of the supply chain management practitioners and Bid committee members is provided as per requirements.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/192** : **SENIOR ADMIN OFFICER: LOGISTICS REF NO: DRDAR: 69/05/2023**

**SALARY CENTRE REQUIREMENTS** : R359 517 – R420 402 per annum (Level 08)  
: O.R. Tambo District (Mthatha)  
: A qualification at NQF level 7 in Commerce / Supply Chain Management / Procurement / Logistics coupled with a minimum of 2 years' relevant experience in SCM / Logistics / Procurement environment. Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management policies and practices. Knowledge of Risk Management policies and practices, Financial Accounting, and Financial Management. Good communication skills (verbal & writing). Proficiency in the Microsoft Office Suite (Excel, MS Word, and PowerPoint). A valid driver's license.

**DUTIES** : Facilitate the requisition, receipt, and issuing of store items. Receive and record requests from departmental clients. Prepare items requested. Draft memorandum requesting replenishment and submit for approval. Assist in drafting budget memorandum for approval and ensure alignment with the available budget. Render support in maintaining inventory stock levels. Analyze 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 bin cards. Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render support in managing stock in the department. Facilitate the overall physical count process performed by the inventory unit. Performs spot-checks on all items that are on issue voucher. Prepare reports for obsolete items identified during stock counts. Maintain high work standards. Manage employee performance and development. Project management, planning, organizing, and problem-solving skills.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/193** : **CHIEF HUMAN RESOURCE OFFICER REF NO: DRDAR: 70/05/2023**

**SALARY CENTRE REQUIREMENTS** : R359 517 – R420 402 per annum (Level 08)  
: Alfred Nzo District (Matatiele)  
: A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration. or relevant qualification. At least 4 years' appropriate experience in conditions of service. Proficiency in the MS Office Package (Word, PowerPoint, and Excel). Ability to work on the PERSAL System. A valid driver's license.

**DUTIES** : Administer the implementation of service benefits. Ensure accurate and updated capturing of data on PERSAL. Process leave gratuity and discounting applications. Process online withdrawal of pension benefits. Quality assurance of application forms for resigned, retired, and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Capture and release state guarantees on PERSAL. Administer leave matters. Conduct quarterly leave reconciliation. Facilitate implementation of PILIR in the Department. Draft correspondence on approval of recommendations made by the Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to employees regarding application for incapacity leave. Serve as Departmental representative on the PILIR steering committee. Supervise staff. A valid driver's license.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/194** : **SENIOR HR PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: DRDAR: 71/05/2023**

**SALARY** : R359 517 – R420 402 per annum (Level 08)  
**CENTRE** : Joe Gqabi District (Aliwal North)  
**REQUIREMENTS** : A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. A minimum of 2 – 3 years' relevant experience in Human Resource Development/ Training environment. Experience in the implementation and management of ABET, Learnerships, Internships, and Career guidance. Skills/ Competencies: Sound knowledge of skills development. Knowledge of relevant legislation and frameworks. Computer skills (MS Word, Excel, PowerPoint) and proven skills in data analysis and report writing. Good verbal and writing skills. Presentation Skills. Planning and organizing skills. Ability to work independently and in a team context. Ability to interpret directives. Ability to work under pressure and adhere to strict deadlines. A valid driver's license.

**DUTIES** : Identify and determine training needs. Manage the implementation of the Workplace Skills Plan. Coordinate online training /development courses and/or meetings/webinars. Coordinate Departmental training programs inclusive of Learnerships and Internships. Conduct workshops, and induction for new entrants into the Public Service. Handle internal and external enquiries related to skills development.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/195** : **ANIMAL HEALTH TECHNICIAN REF NO: DRDAR: 188/05/2023**

**SALARY** : R359 517 – R420 402 per annum (Level 08)  
**CENTRE** : Amathole District (Centani)  
**REQUIREMENTS** : An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies will be required on the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

**DUTIES** : The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician with regard to animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners.

**ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)

**POST 18/196** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: DRDAR: 63/05/2023**

**SALARY** : R353 013 – R376 806 per annum, (OSD)  
**CENTRE** : Joe Gqabi District (Aliwal North)  
**REQUIREMENTS** : A National Diploma at NQF level 6 in Civil Engineering/ Engineering or relevant qualification. At least 3 years' post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as Engineering Technician (shortlisted candidates will be



<b><u>DUTIES</u></b>	:	required to submit a copy of registration on the day of the interview). A valid driver's license. Candidates will be subjected to a competency assessment. Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications, and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering Operational Plan. Supervise technical and related personnel. Manage assets. Research and Development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/197</u></b>	:	<b><u>SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A REF NO: DRDAR: 66/05/2023</u></b>
<b><u>SALARY</u></b>	:	R353 013 – R376 806.per annum, (all-inclusive package), (OSD)
<b><u>CENTRE</u></b>	:	Cradock
<b><u>REQUIREMENTS</u></b>	:	A qualification in Science at NQF level 7. Compulsory registration with the SACNASP as a Certificated Natural Scientist. At least 3 years' post-qualification technical scientific experience. Program and project management skills. Scientific methodologies knowledge. Research and development knowledge. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement methodologies, policies, systems and procedures: Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys and maintenance. Calibration and operation of scientific equipment. Provide technical support and advice: Develop working relations with client base, promote public awareness of scientific activities, and provide technical/scientific data, information and advice. Perform technical scientific analysis and regulatory functions: Preparation of data and routine interpretation, database and data management, analysis of technical scientific data, and dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge, formulate proposals, compile reports, and develop and customize operational procedures. Research and development: Continuous professional development to keep up with new technologies and procedures. Conceptualization and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings, and liaise with relevant bodies/councils on technology-related matters. Human capital development: Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes, and manage the performance management and development of staff.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/198</u></b>	:	<b><u>VETERINARY PUBLIC HEALTH OFFICER REF NO: DRDAR: 57/05/2023</u></b>
<b><u>SALARY</u></b>	:	R343 815 – R420 402 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Chris Hani District (Inxuba Yethemba)
<b><u>REQUIREMENTS</u></b>	:	A National Diploma/Degree in Environmental Health or Public Health. Registration with the Health Professional Council of South Africa or relevant professional body. Sound knowledge of the Meat Safety Act No. 40 of 2000, Abattoir Inspection, HAS (Hygiene Assessment System) and the Hygiene Monitoring System. Language skills, listening skills, organizational skills, time

- management, communication skills, relationship management and acceptance of responsibility. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
- DUTIES** : Ensure meat hygiene and food safety. Ensure legislative compliance through awareness campaigns, extension practices and law enforcement (to public, existing and proposed clients regarding food safety). Ensure compliance with legislation, national and international export requirements (individual export or district export facilities and international trade requirements). Perform administrative and related functions.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/199** : **ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 72/05/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)  
: Head Office (Bhisho)  
: A qualification at NQF level 7 in Public Administration/ Supply Chain Management/ Financial Management. Understanding and application of Supply Chain Management and Risk Management policies & practices. Basic knowledge of financial administration and asset management policies & practices. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Knowledge of LOGIS and PERSAL will be an added advantage. Good planning, organizing, interpersonal, problem solving, and communication skills. A valid driver's license.
- DUTIES** : Render Administrative Support Services to the Chief Directorate/Directorate Ensure the effective flow of information and documents to and from the office of the Chief Director/Director. Coordinate Chief Directorate/Directorate Progress Reports, Monthly Reports, and Management Reports. Scrutinize routine submissions/reports and make notes for the Chief Director/Director. Respond to internal and external enquiries. Draft documents as required. Collect, analyze, and collate information as requested. Coordinate travel arrangements. Manage the leave register Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents pertaining to the Chief Directorate/Directorate. Provide Secretariat Support for meetings. Prepare briefing notes for the Chief Director/Director as required. Coordinate logistical arrangements for meetings. Provide Financial Administration Support Services for the Chief Directorate/Directorate. Check and verify BAS reports and ensure that expenditure is allocated correctly.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/200** : **HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE (X4 POSTS)**
- SALARY CENTRE** : R294 321 – R343 815 per annum (Level 07)  
: Alfred Nzo District (Matatiele) – Ref No: DRDAR: 73/05/2023 (X2 Posts)  
: Amathole District (East London) – Ref No: DRDAR: 74/05/2023  
: Chris Hani District (Komani) – Ref No: DRDAR: 75/05/2023
- REQUIREMENTS** : A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. Knowledge of and proven experience in PERSAL will be an advantage. Sound knowledge of the Public Service legislation, i.e., Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Good verbal and writing skills. Knowledge of the Policy and Procedure on Incapacity leave and Ill-health Retirement (PILIR), leave management, service benefits, and service terminations. Proficiency in MS Office (Excel and Word). A valid driver's license.
- DUTIES** : Administer the implementation of service benefits. Process leave applications, leave gratuity, and leave discounting. Conduct quarterly leave reconciliation. Process online withdrawal of pension benefits. Ensure accurate and updated capturing of data on PERSAL. Quality assure application forms for resignation, retirement, and deceased officials. Request PERSAL compliance reports. Verify calculations of Subsistence & Travel claims and quality check all the attachments. Facilitate the implementation of PILIR in the Department. Draft correspondence for approval of recommendations made by Health Risk Manager for the signature of the Accounting Officer. Draft correspondence to

		employees regarding application for incapacity leave. Serve as Departmental representative on the PILIR Steering Committee.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/201</u></b>	:	<b><u>HUMAN RESOURCES OFFICER: HR PROVISIONING (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 321 – R343 815 per annum (Level 07) Joe Gqabi District (Aliwal North) – Ref No: DRDAR: 76/05/2023 Sarah Baartman District (Gqebera) – Ref No: DRDAR: 77/05/2023
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6 in Human Resource Management/ Industrial Psychology/ Public Administration or relevant qualification. Knowledge of PERSAL will be an advantage. A Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, etc. Proficiency in MS Office (Excel and Word). Good interpersonal and communication (verbal and writing) skills. Ability to work under pressure and meet deadlines. A valid driver's license.
<b><u>DUTIES</u></b>	:	Implement and maintain Human Resource administration practices. Render administrative functions including, recruitment and selection of staff, appointments, verification of qualifications, vetting of candidates, secretarial functions for interviews, etc. Coordinate the PMDS. Handle HR enquiries. Assist with the preparation of reports on human resource administration issues and statistics.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/202</u></b>	:	<b><u>CHIEF REGISTRY CLERK REF NO: DRDAR: 78/05/2023</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 321 – R343 815 per annum (Level 07) Chris Hani District (Komani)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6 in Records Management/ Public Administration/ Office Management or equivalent qualification. At least 3 years' experience in Records Management. Knowledge of Records Management policies, procedures, and practices. Knowledge of document storage, retrieval, and archiving. Good communication skills. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Supervise staff and provide Registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and records management service. Supervise the operation of office machines. Supervise archiving and disposal processes.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/203</u></b>	:	<b><u>ADMINISTRATION OFFICER: CONTRACT MANAGEMENT REF NO: DRDAR: 79/05/2023</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 321 – R343 815 per annum (Level 07) Chris Hani District (Komani)
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification at NQF 7 level in Law/ Contract Management/ Supply Chain/ Logistics. At least 2-3 years' experience in Contract Management and Supply Chain. Knowledge of supplier database administration. Knowledge of administrative and procurement procedures. Knowledge of public sector Supply Chain policies and prescripts, Treasury Regulations, Public Finance Management Act (PFMA), and LOGIS. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Good communication, organizing, interpersonal, and planning skills. Ability to work with antagonistic clients and resolve conflict. A valid driver's license.
<b><u>DUTIES</u></b>	:	Proper administration of contracts. Maintain a list of all transversal contracts. Updating of contracts. Ensure that SLA's are amended according to contract amendments. Effectively monitor the expiry of contracts. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Administration of database. Arrange supplier summits with local suppliers. Do monthly analysis on the rotation of suppliers. Verify BEE scores per request received, supplier banking details on the safety web, and supplier information on LOGIS (LSBD).
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>

<b><u>POST 18/204</u></b>	:	<b><u>STATE ACCOUNTANT: SALARIES REF NO: DRDAR 80/05/2023</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Amathole (East London)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 in Financial Management/ Accounting or equivalent relevant qualification. At least 3 years' experience in financial administration. Knowledge of National Treasury budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes. Knowledge of Public Sector finance and budgeting processes, accounting practices, and financial legislation. Knowledge of BAS and PERSAL. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
<b><u>DUTIES</u></b>	:	Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy, and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on PERSAL. Record unauthorized, wasteful, and irregular expenditure, losses, and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face-value forms.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/205</u></b>	:	<b><u>ADMIN OFFICER: FLEET MANAGEMENT REF NO: DRDAR: 81/05/2023</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF 6 in Public Administration/ Finance/ Logistics/ Project Management or equivalent. Relevant experience in the Fleet Management environment. A good understanding of the PFMA, SCM prescripts, Treasury Regulations, and Practice Notes. Computer skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and render transport services. Determine transport needs. Ensure compliance with all relevant legislation and policies. Maintain cost-effective vehicle management systems in liaison with service providers. Maintenance/adherence to the service level agreement. Optimal utilization of vehicles and drivers. Administer road accidents and maintain the governmental fleet. Administer different schemes i.e., Subsidized and POB Schemes. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/206</u></b>	:	<b><u>STATE ACCOUNTANT: PRE-AUDIT REF NO: DRDAR: 82/05/2023</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 in Internal Audit/ Accounting or Cost & Management Accounting/ or Financial Management. At least 1 to 2 years' experience within the public sector internal control / pre-audit environment. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Tender Board Regulations, Preferential Procurement Policy Framework Act (PPPFA), and Financial Regulations. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). Good communication, organizing, report writing, interpersonal and communication skills (verbal and writing). Ability to work under pressure and independently. A valid driver's license.
<b><u>DUTIES</u></b>	:	Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Post-auditing for payment, filing, and reporting on unauthorized, irregular, and fruitless expenditure. Render Pre-Audit support services. Receiving and checking of salary-related payments from the salary section on PERSAL and BAS. Check and verify S&T and fuel allowance claims. Facilitate authorization of payment on the System. Check the correctness of payment vouchers on BAS and LOGIS. Accept payment vouchers from Creditors.

		Authorize committed amounts. Check all relevant supporting documents. Render certification for committed funds. Issue internal control certificates to procure goods/services in duplicate. Attach original certificate to submission. Certification of completed submission. Record keeping of duplicate on file.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/207</u></b>	:	<b><u>ARTISAN (PRODUCTION) GRADE A (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R220 533 – R244 737 per annum (OSD) OR Tambo (Mthatha) – Ref No: DRDAR: 64/05/2023 Joe Gqabi District (Aliwal North) Ref No: DRDAR- 65/05/2023
<b><u>REQUIREMENTS</u></b>	:	An applicant must be in possession of a mechanical or electrical Trade Test Certificate with 3-5 years' supervisory experience. A valid Driver's license.
<b><u>DUTIES</u></b>	:	Render technical services: Undertake building and repair work of all technical components in the district. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/208</u></b>	:	<b><u>ACCOUNTING CLERK: SALARIES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R202 233 – R235 611 per annum (Level 05) Joe Gqabi (Aliwal North): – Ref No: DRDAR: 83/05/2023 Amathole District (East London): – Ref No: DRDAR: 84/05/2023
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6 in Financial Management/ Accounting or equivalent relevant qualification. Computer skills (MS Word and Excel). Good administrative, communication (verbal and writing), and interpersonal skills.
<b><u>DUTIES</u></b>	:	Perform the following Financial Accounting transactions: Receive invoices. Check and verify invoices for correctness. Process invoices (e.g., capture payments). Collection of cash. Perform Salary Administration support service. Perform bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render the following budget support services: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture virements on budgets.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/209</u></b>	:	<b><u>ACCOUNTING CLERK: SUSPENSE ACCOUNT REF NO: DRDAR: 85/05/2023</u></b>
<b><u>SALARY CENTRE</u></b>	:	R202 233 – R235 611 per annum (Level 05) Alfred Nzo (Matatiele)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6 in Financial Management/ Internal Auditing/ Accounting or Cost & Management Accounting with 0-2 years previous experience. Computer skills (MS Word and Excel). Ability to capture data, operate computers and collate financial statistics. Basic knowledge and understanding of the Public Service financial legislative and policy framework (PFMA, Treasury Regulations, DORA, PPPFA and Financial Manual) and

- procedures. Knowledge of basic financial operating systems (BAS, PERSAL, and LOGIS).
- DUTIES** : Render Financial Accounting transactions: Receive invoices. Check and verify invoices for correctness. Conduct internal control. Process invoices (e.g., capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support service. Perform book-keeping support services: Capture financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render budget support services: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture virements on budgets.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040 602 5065 / 5062)  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/210** : **PROVISIONING ADMIN CLERK (X13 POSTS)**
- SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)  
Chris Hani District (Komani) – Ref. DRDAR: 86/05/2023  
Chris Hani District (Intsika Yethu) – Ref. DRDAR: 87/05/2023  
Chris Hani District (Lukhanji) – Ref. DRDAR: 88/05/2023  
Sarah Baartman District (GQEBERA) – Ref. DRDAR: 89/05/2023 (X2 Posts)  
O.R. Tambo District (Mthatha - Office Services) – Ref. DRDAR: 90/05/2023  
O.R. Tambo District (Mthatha – Supply Chain Management) – Ref. DRDAR: 91/05/2023  
O.R. Tambo District (Veterinary Services) - Ref. DRDAR: 92/05/2023  
O.R. Tambo District (Land Use Management) – Ref. DRDAR: 93/05/2023 (X2 Posts)  
Joe Gqabi District - (Extension & Advisory Services) – Ref. DRDAR: 94/05/2023  
Amathole District - (Dutywa) – Ref. DRDAR: 95/05/2023  
Amathole District - (Peddie Veterinary Services) – Ref. DRDAR: 96/05/2023 (X2 Posts)
- REQUIREMENTS** : Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer skills. Competencies: Knowledge of general administration in the Public Service. Good understanding of procurement and payment of goods and services. Good communication and interpersonal skills.
- DUTIES** : Conduct records and document management, both manually and electronically. Perform a variety of administrative duties at operational level.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040 602 5065 / 5062)  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- NOTE** : Only Persons Living with Disabilities will be considered for the post with Komani as Centre (Ref. Drdar: 86/05/2023) And Mthatha – Office Services as Centre (Ref. Drdar: 90/05/2023)
- POST 18/211** : **ADMIN CLERK (X4 POSTS)**
- SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)  
Amathole District (East London) – Ref No: DRDAR: 97/05/2023 (X2 Posts)  
Amathole District (Butterworth) – Ref No: DRDAR: 98/05/2023  
Joe Gqabi District (Aliwal North) – Ref No: DRDAR 99/05/2023
- REQUIREMENTS** : Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer skills. Competencies: Knowledge of general administration in the Public Service. Good understanding of procurement and payment of goods and services. Good interpersonal and communication skills.
- DUTIES** : Conduct records and document management, both manually and electronically. Perform a variety of administrative duties at an operational level.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/212** : **REGISTRY CLERK (X2 POSTS)**
- SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05)  
Alfred Nzo District (Matatiele) – Ref No: DRDAR: 100/05/2023  
Sarah Baartman District (Gqebera) – Ref No: DRDAR 101/05/2023
- REQUIREMENTS** : Senior Certificate/ Grade 12 with 0-2 years' relevant work experience in administration. A tertiary qualification will be an added advantage. Computer

		skills. Competencies: Knowledge of general administration in the Public Service. Understanding of Records Management. Knowledge of the activities of a Registry. Knowledge of the handling, safekeeping, and disposal of files. Good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Perform a variety of administrative duties such as opening mail and distribution thereof to relevant offices. Retrieving and distribution of files. Filing of documents. Safekeeping of documents. Maintenance of various registers in accordance with the File Plan and Electronic Document Management System. Operate office equipment.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/213</u></b>	:	<b><u>ACCOUNTING CLERK: PRE-AUDIT REF NO: DRDAR: 102/05/2023</u></b>
<b><u>SALARY</u></b>	:	R202 233 – R235 611 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6 in Internal Auditing/ Accounting/ Cost & Management Accountant or Financial Management. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Provincial Treasury Guidelines / Regulations, Public Finance Management Act (PFMA), Tender Board Regulations, Preferential Procurement Policy Framework Act (PPPFA) and Financial Regulations will be an added advantage. Computer skills. Good communication, organizing and communication skills. Ability to work under pressure and independently.
<b><u>DUTIES</u></b>	:	Ensure compliance of goods and services according to procurement procedures and financial delegations. Verification of BAS and LOGIS payment vouchers. Ensure compliance with BAS and LOGIS vouchers in accordance with the legislative framework. Check compliance with relevant requirements. Check compliance on salary payments. Check the availability of budget and expenditure allocations for all programs and sub-programs. Check the authenticity of item codes and signatures on expenditure approvals. Record advices and certificates. File data advices and copies of internal control certificates.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/214</u></b>	:	<b><u>LABORATORY ASSISTANT REF NO: DRDAR: 103/05/2023</u></b>
<b><u>SALARY</u></b>	:	R171 537 – R199 461 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Chris Hani District (Komani)
<b><u>REQUIREMENTS</u></b>	:	Qualification at NQF level 4 (Grade 12). Relevant experience in a Laboratory environment will be an added advantage. Competencies: Computer literacy. Potential to learn to prepare materials and reagents for conducting laboratory tests. Be willing to work with animals and animal material. Teamwork ability and good communication skills.
<b><u>DUTIES</u></b>	:	The successful candidate will assist the laboratory technologists to carry out laboratory testing, analysis, and preparation of reagents for laboratory testing. Assist in conducting post-mortems and other duties relevant to the laboratory as assigned from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062 e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/215</u></b>	:	<b><u>COMMUNITY ANIMAL HEALTH WORKER (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R147 036 – R170 598 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Alfred Nzo District (Matatiele) – Ref No: DRDAR: 104/05/2023 Amathole District (Peddie) – Ref No: DRDAR: 105/05/2023 O.R. Tambo District (Lusikisiki) – Ref No: DRDAR: 106/05/2023 O.R. Tambo District (Tsolo) – Ref No: DRDAR: 107/05/2023
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Standard 8. Related experience in community dipping functions. Preference will be given to local qualifying candidates.
<b><u>DUTIES</u></b>	:	Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tank repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with

- vaccinations, treatments and restraining of animals during castration and dehorning.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/216** : **SECURITY GUARD REF NO: DRDAR: 108/05/2023**
- SALARY** : R147 036 – R171 537 per annum (Level 03)  
**CENTRE** : O.R. Tambo District (Mthatha)  
**REQUIREMENTS** : A qualification equivalent to Grade 10, Grade C security training. Registration with SIRA. Grade 12 will be an added advantage. Candidates will be subjected to competency assessment. Competencies: Communication Skills, Interpersonal relations.
- DUTIES** : Operational application of prescribed measures for purposes of protection and safeguarding of buildings and premises against unauthorized entry and malicious damage. Application of fire combating and prevention measures.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/217** : **DRIVER REF NO: DRDAR: 110/05/2023**
- SALARY** : R147 036 – R170 598 per annum (Level 03)  
**CENTRE** : Dohne  
**REQUIREMENTS** : Grade 12. A valid driver's licence is essential. Relevant experience as a driver in the public service/ private sector. Good understanding of routes in-between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test.
- DUTIES** : Driving of State vehicles. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No:(040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/218** : **GENERAL ASSISTANT (X7 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02)  
**CENTRE** : O.R. Tambo District (Mthatha – Office Services): – Ref No: DRDAR: 111/05/2023 (X2 Posts)  
O.R. Tambo District (Mthatha – Land Use Management – Ref No: DRDAR: 112/05/2023  
Dohne (Stutterheim) – Ref No: DRDAR 113/05/2023  
Amatole District (Peddie) – Ref No: DRDAR 114/05/2023  
Chris Hani District (Lukhanji & Inkwanca Municipality) Ref No: DRDAR: 115/05/2023  
Joe Gqabi District (Senqu Municipality) – Ref No: DRDAR 116/05/2023
- REQUIREMENTS** : Applicants must be in possession of an ABET certificate equivalent to Grade 10. Good communication skills. Ability to work shifts including weekends and public holidays. Be able to work on a rotation basis. Honest and reliable Be in good health to cope with the physical demands of the position. Be able to work in a team.
- DUTIES** : Perform general assistant work: Off and on loading of furniture, equipment, and any other goods. Cleaning of government vehicles. Cleaning of buildings and offices. Control access to offices. Safeguard building master and spare keys. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all designated areas. Remove office items/furniture from one area to another for effective cleaning. Store and safeguard cleaning materials and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
- ENQUIRIES** : Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040) 602 5065 / 5062  
e-Recruitment Technical Enquiries: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za)
- POST 18/219** : **TRADESMAN AID REF NO: DRDAR: 117/05/2023**
- SALARY** : R125 373 – R145 077 per annum (Level 02)



<b><u>CENTRE</u></b>	:	Sarah Baartman District (Somerset East)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. At least 1 to 2 years' experience in general maintenance and workshop practices. A valid driver's license. Good technical problem-solving abilities. Must be able to communicate in English.
<b><u>DUTIES</u></b>	:	Site work, maintenance of office related infrastructure (lights, switch gear), maintenance of water related equipment (pumps, valves, sluices, cranes). Basic knowledge of Health and Safety, First Aid, Crane Operating and rigging will be an advantage.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga (040 602 5065 / 5062) e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>
<b><u>POST 18/220</u></b>	:	<b><u>FARM AID (X10 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R125 373 – R145 077 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Dohne: Ref No: DRDAR: 118/05/2023 (X8 Posts) Dohne (Cradock): – Ref No: DRDAR: 119/05/2023 Mpofu: - Ref No: DRDAR 120/05/2023
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an ABET certificate equivalent to Grade 10. Related exposure to farming functions. Candidates will be subjected to competency assessment.
<b><u>DUTIES</u></b>	:	Rendering support necessary for effective operation of a farm.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Ngqwazi / Mr. N. Mabanga Tel No: (040 602 5065 / 5062) e-Recruitment Technical Enquiries: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a>

#### **GRADUATE INTERNSHIP 2023/2024-2024/2025 (24 MONTHS)**

<b><u>APPLICATIONS</u></b>	:	Submit applications only via The Provincial E-Recruitment System, which is available on <a href="https://erecruitment.ecotp.gov.za">https://erecruitment.ecotp.gov.za</a> .
<b><u>NOTE</u></b>	:	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 to: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a> (NB: For Technical Glitches Only – No CVs) with your ID Number, your profile email address, and details of the issue. 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: <a href="mailto:erecruitment@drdar.gov.za">erecruitment@drdar.gov.za</a> and not as specified above – your application will be regarded as lost and will not be considered.

#### **OTHER POST**

<b><u>POST 18/221</u></b>	:	<b><u>GRADUATE INTERNSHIP 2023/2024-2024/2025</u></b> (24 Months) Workplace experience posts for unemployed graduate interns Various Directorates/ Districts/ Institutions in EC Department of Rural Development & Agrarian Reform
<b><u>STIPEND</u></b>	:	R6 360-21 per month
<b><u>CENTRE</u></b>	:	Head Office (Bhisho) (ND/ Degree: Law, Policing, Forensic Investigation or B.Com in Finance.) - Ref. DRDAR: 121/05/2023 Head Office (Bhisho) (ND/ Degree in Security Management or Finance/ Internal Audit) - Ref. DRDAR: 122/05/2023 Head Office (Bhisho) (NQF Level 6/7 (Diploma/ Degree): Internal Audit) - Ref. DRDAR: 123/05/2023 Head Office (Bhisho) (Degree informatics/Information Systems/ Computer Science or ND Information Technology) - Ref. DRDAR: 124/05/2023 Alfred Nzo (Degree informatics/Information Systems/ Computer Science or ND Information Technology) - Ref. DRDAR: 125/05/2023 Sarah Baartman (Degree informatics/Information Systems/ Computer Science or ND Information Technology) - Ref. DRDAR: 126/05/2023 Head Office (Bhisho) (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 127/05/2023 Alfred Nzo (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 128/05/2023 OR Tambo (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 129/05/2023 Sarah Baartman – (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 130/05/2023

Amathole (ND: HRM/ BTech: HRM/ BCom HRM) - Ref. DRDAR: 131/05/2023  
 Joe Gqabi (ND: HRM/ BTech: HRM/ BCom HRM) - Ref. DRDAR: 132/05/2023  
 Sarah Baartman (ND: HRM/ BTech: HRM/ BCom HRM) - Ref. DRDAR: 133/05/2023  
 Chris Hani (ND: HRM/ BTech: HRM/ BCom HRM) - Ref. DRDAR: 134/05/2023  
 Head Office (Bhisho) (NQF Level 6/7: Accounting; Internal Audit; Financial Management; Financial Information Systems; Cost and Management Accounting) - Ref. DRDAR: 135/05/2023 (X3 Posts)  
 Head Office (Bhisho) (NQF Level 6/7: Supply Chain Management; Logistics Management; Public Management (Majoring in Finance and all Commercial subjects mentioned as above) - Ref. DRDAR: 136/05/2023 (X3 Posts)  
 Amathole (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance) - Ref. DRDAR: 137/05/2023  
 Chris Hani (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance) - Ref. DRDAR: 138/05/2023  
 O.R. Tambo (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance)] - Ref. DRDAR: 139/05/2023  
 Alfred Nzo (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance) - Ref. DRDAR: 140/05/2023  
 Joe Gqabi (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance) - Ref. DRDAR: 141/05/2023  
 Sarah Baartman (NQF Level 6/7: Accounting; Internal Audit, Financial Management; Financial Information Systems; Cost and Management Accounting; Supply Chain Management; Logistics Management; Public Management (Majoring in Finance)] - Ref. DRDAR: 142/05/2023  
 Head Office (Bhisho) (ND Marketing / ND Public Relations) - Ref. DRDAR: 143/05/2023  
 Head Office (Bhisho) (NQF L6/7: Public Management / Administration) - Ref. DRDAR: 144/05/2023  
 Dohne (NQF 6/7: Disaster Management) - Ref. DRDAR: 145/05/2023  
 Dohne (BSc: Geographical Information System: Remote Sensing) - Ref. DRDAR: 146/05/2023  
 Dohne (BSc: Agro-meteorology: Agro-meteorologist) - Ref. DRDAR: 147/05/2023  
 Joe Gqabi (BSc: Geographical Information System) - Ref. DRDAR: 148/05/2023  
 Joe Gqabi (BSc: Pasture Science) - Ref. DRDAR: 149/05/2023  
 Sarah Baartman (BSc: Pasture Science) - Ref. DRDAR: 150/05/2023  
 Sarah Baartman (BSc: Geographical Information System) - Ref. DRDAR: 151/05/2023  
 Dohne (ND: Environmental Health/ Safety Management) - Ref. DRDAR: 152/05/2023  
 Sarah Baartman & Nmmm District (Western) [4 posts] – [ND: Animal Health at NQF Level 6 (Minimum) and Compulsory registration with South African Veterinary Council (SAVC)] - Ref. DRDAR: 153/05/2023  
 Amathole (ND: Animal Health at NQF Level 6 (Minimum) and Compulsory registration with South African Veterinary Council (SAVC) - Ref. DRDAR: 154/05/2023 (4 Posts)  
 Chris Hani (ND: Animal Health at NQF Level 6 (Minimum) and Compulsory registration with South African Veterinary Council (SAVC) - Ref. DRDAR: 155/05/2023 (2 Posts)  
 OR Tambo (ND: Animal Health at NQF Level 6 (Minimum) and Compulsory registration with South African Veterinary Council (SAVC) - Ref. DRDAR: 156/05/2023 (2 Posts)  
 Alfred Nzo (Nd at NQF Level 6 (National Diploma in Environmental Health/National Diploma in Animal Health or Equivalent Qualification with Meat

Hygiene) and registration with the relevant South African Statutory Body) - Ref. DRDAR: 157/05/2023

Chris (ND at NQF Level 6 (National Diploma in Environmental Health/National Diploma in Animal Health or Equivalent Qualification with Meat Hygiene) and registration with the relevant South African Statutory Body.) - Ref. DRDAR: 158/05/2023 (2 Post)

Sarah Baartman & Nmmm (Western) (ND at NQF Level 6 (National Diploma in Environmental Health/National Diploma in Animal Health or Equivalent Qualification with Meat Hygiene) and registration with the relevant South African Statutory Body) - Ref. DRDAR: 159/05/2023

Grahamstown (ND: Veterinary Technology and Compulsory registration with South African Veterinary Council (SAVC)) - Ref. DRDAR: 160/05/2023

Middelburg (ND: Veterinary Technology and Compulsory registration with South African Veterinary Council (SAVC)) - Ref. DRDAR: 161/05/2023

Queenstown (ND: Veterinary Technology and Compulsory registration with South African Veterinary Council (SAVC) - Ref. DRDAR: 162/05/2023

Dohne – (BSc Agriculture or National Agriculture Diploma (Animal Science / husbandry) - Ref. DRDAR: 163/05/2023

Cradock – (BSc Agriculture or National Agriculture Diploma (Animal Science / husbandry) - Ref. DRDAR: 164/05/2023

Dohne (NC/ ND/ Degree of Library and Information Science) - Ref. DRDAR: 165/05/2023

Dohne (MSc Agriculture in Crop Science) - Ref. DRDAR: 166/05/2023

Dohne (MSc Agriculture in Horticulture) - Ref. DRDAR: 167/05/2023

Dohne (BSc Pasture Science) - Ref. DRDAR: 168/05/2023

Dohne (BSc Ecology Environmental) - DRDAR: 169/05/2023

Dohne (ND: Analytical Chemistry/ BSc Chemistry) - Ref. DRDAR: 170/05/2023

DOHNE (BSc in Soil Science) - Ref. DRDAR: 171/05/2023

Head Office (Bhisho) – (BSc: Agricultural Economics / B. Agric. Honours Economics) - Ref. DRDAR: 172/05/2023

Amathole - (BSc: Agricultural Economics / B. Agric. Honours Economics) - Ref. DRDAR: 173/05/2023

Sarah Baartman - (BSc: Agricultural Economics / B. Agric. Honours Economics) - Ref. DRDAR: 174/05/2023

Tardi (BSc Animal Science) - Ref. DRDAR: 175/05/2023 (3 Posts)

Tardi (BSc Crop Science) - Ref. DRDAR: 176/05/2023 (2 Posts)

Mpofu (ND/Degree in Human Resources Management/ Public Administration) - Ref. DRDAR: 177/05/2023 (2 Posts)

Head Office (Bhisho) (ND: Management Assistant) - Ref. DRDAR: 178/05/2023 (2 Post)

Head Office (Bhisho) - (BA Social and Economic Studies/ BA Agric. Economics) - Ref. DRDAR: 179/05/2023

**REQUIREMENTS** : Applicants should be unemployed graduates in possession of the qualifications in the fields specified in the table above, should be between the ages of 18-35 years, residing in the Eastern Cape and entering the Internship Programme in Government for the first time. Women and people with disabilities are encouraged to apply.

**ENQUIRIES** : Ms. N. Mnyenyevu / Mr. A. April Tel No: (040) 602 5223

#### **ENTREPRENEURIAL GRADUATE INTERNSHIP PROGRAMME FOR THE 2023/24 – 2024/25 FINANCIAL YEARS (37 INTERNSHIPS)**

***The Programme is meant to provide work exposure to 37 unemployed Agricultural graduates in their fields of studies. Successful applicants will be appointed as Interns for 24 months and will undergo on-the-job development training in technical, professional, business and life skills relevant and crucial for them to start their own enterprises.***

**APPLICATIONS** : Submit Applications Only Via The Provincial E-Recruitment System, Which Is Available On <https://erecruitment.ecotp.gov.za>.

**NOTE** : 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 to: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za) (NB: For Technical Glitches Only – No CVs) with your ID Number, your profile email address, and details of the issue. 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: [erecruitment@drdar.gov.za](mailto:erecruitment@drdar.gov.za) and not as specified above – your application will be regarded as lost and will not be considered.

## OTHER POST

- POST 18/222** : **ENTREPRENEURIAL GRADUATE INTERNSHIP PROGRAMME FOR THE 2023/24 – 2024/25 FINANCIAL YEARS**  
(37 Internships)
- STIPEND** : R87 000 per annum, (all inclusive)
- CENTRES** : Interns will be placed in Farms in the Following Districts:  
Amathole District - Ref No: DRDAR: 180/05/ 2023  
Chris Hani District - Ref No: DRDAR: 181/05/2023  
Sarah Baartman District - Ref No: DRDAR: 182/05/2023  
Alfred Nzo District - Ref No: DRDAR: 183/05/2023  
Joe Gqabi District - Ref No: DRDAR: 184/05/2023  
O.R. Tambo District - Ref No: DRDAR: 185/05/2023
- REQUIREMENTS** : National Diploma (ND) in Agriculture (NQF level 6) as recognized by SAQA. Applicants should be between the ages of 18-35 years. Unemployed graduates residing in the Eastern Cape. Women and people with disabilities are encouraged to apply.
- DUTIES** : Perform farm-work duties in relation to the commodity requirements to improve productivity at the commercial farm. Attend training relevant to farm commodity in management skills, business management skills and record keeping. Learn business growth skills and acquire resource management skills and knowledge. Attend and arrange meetings with strategic partners and other stakeholders such as market institutions, supplier production inputs / infrastructure and farmers. Perform overtime duties when required. Write monthly and quarterly reports.
- ENQUIRIES** : Ms. N. Mnyenyevu / Mr. A. April Tel No: (040 602 5223)
- NOTE** : Candidates must be entering the Internship Program in Government for the first time. All successful applicants will be mentored and guided by the Commercial Farmer. Be ready to be deployed to any section within the farm to gain more knowledge. Private studying during the 24 months Graduate Internship Program will not be allowed.