

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

- APPLICATIONS** : Must be submitted as follows: via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and / or at <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date and is available 24/7. And alternatively: be submitted via Private Bag X0035, Bhisho, 5605 and should be directed to The Head of Department: COGTA, or be Hand-delivered at the Foyer at our office at Civic Square. Applicants are encouraged to utilise e-Recruitment System. To report any challenges pertaining e-Recruitment System, send an eMail with your ID Number, your profile e-Mail Address and the details of the issue, to: Nande.Mabusela@eccogta.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Late/ Emailed/ Faxed applications will be accepted.
- CLOSING DATE** : 21 July 2023
- FOR ATTENTION** : Ms A. Qumza
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts prior appointment and the full details can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 23/143 : **CHIEF DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT & CAPACITY BUILDING REF NO: COGTA (01/07/2023)**
Re-advertisement: Applicants who previously applied must re-apply.

SALARY : R1 371 558 – R1 635 897 per annum
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus undergraduate qualification (NQF Level 7) in Public Management/Administration/ Management or any legal qualification equivalent to the aforementioned academic requirements will be an added advantage. A minimum of Five (5) years' experience at a senior management level. A valid code EB (8) drivers. Computer literacy. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project Management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. To ensure proper management and transformation of Traditional Leadership Institutions.

DUTIES : Provide and drive strategic direction for the Chief Directorate and ensure the formulation and implementation of strategic policies which will enable the Chief Directorate/Administration to successfully fulfil its role in delivering services to the communities/clients. Facilitate the provision of administrative support to traditional leadership institutions such as management of processes of recognition and recognition of Traditional Leaders as well as recruitment or employment practices, management of establishment and disestablishment of Traditional Leadership Institutions, Management and Administration of Traditional Leadership matters such as, Conditions of Services, Code of Conduct, etc. Facilitate the promotion of optimal development and capacitation of Traditional Leaders. Facilitate and manage the administration of Traditional Leadership Claims and Disputes matters. Ensure that good relations are maintained between the Chief Directorate and stakeholders such as SALGA, Municipalities, Standing Committees, Treasury, OTP, Emerging Contractors, NGO's consultants, Contralesa, Traditional Leaders etc. Responsible for efficient management of the Chief Directorate, including the effective utilization and training of staff, the maintenance of discipline, promotion of sound labour relations, budget and action plans and the proper use of state property. Ensure compliance with PFMA, Public Service Act and Public Regulations, Municipal Structures Act, Municipal Systems ACT, Traditional Leadership and Governance Framework Act and other relevant legislations and mandates that are relevant to the department and also governing local government and traditional leadership institutions.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

OTHER POSTS

POST 23/144 : **CHIEF VALUER: VALUATION SERVICES REF NO: COGTA: (02/07/2023)**

SALARY : R958 824 – R1 125 825 per annum
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, plus an undergraduate qualification (NQF level 6) in Real Estate (Property Valuations). Three (3) years' experience at Assistant Manager Level in Property Valuations. Registered as Professional Valuer/ Professional Associated Valuer or with South African Council for Property Valuers (SACPVP) or Candidate Valuer registered for more than 5 years and eligible to register under the abovementioned categories. Computer Literacy: Microsoft Office Application, MS excel Project and Power- point. Valid Driver's License. Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property

Rates Act, 2004 as amended and Property Regulations. Knowledge and understating of professional ethics Property Valuers Profession Act 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and Interviewing skills. Supervisory skills, Problem-solving skills, Computer skills. Knowledge of Geographic Information. Valuation skills finance and budgetary skills.

DUTIES : Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies, and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization and training of personnel, high maintenance of disciple, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues to Municipalities.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
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POST 23/145 : **DEPUTY DIRECTOR: TRADITIONAL INTERGRATED FINANCIAL ADMINISTRATION REF NO: COGTA: (02/07/2023)**
Re-advertisement: Applicants who previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum
: Bhisho
: National Senior Certificate, plus an undergraduate qualification (NQF level 6/7) in Financial Accounting/ Financial Management or Relevant qualifications. 3- (5) years' experience at Assistant Director level, Working experience in finance environment or equivalent position in a relevant field. Computer Literacy: Microsoft Office Application, MS excel Project and Power- point. Valid EB (Code 8) Driver's License. Competencies: Proficiency in isiXhosa. Ability to compile and analyse financial reports. Sound communication skills (Written & verbal. Presentation and report writing skills. Interpersonal skills. Human management. Knowledge and understanding of Traditional Leadership Institutions & Customs. Knowledge of Public Finance Management legislation and Treasury Regulations. Sound financial Management skills. Conflict resolution skills. Knowledge of prescripts that governs Traditional Leadership Institutions.

DUTIES : Develop and implementation an innovate and effective systems of payments from Traditional Councils. Monitor & manage the financial performance of each Traditional Council. Coordinate & implement Traditional Councils financial management and capacity building. Analyse and consolidate monthly, quarterly, and annual financial reports for all Traditional Council. Ensure Implementation of effective mechanisms of vouchers, receipts, and payments. Prepare financial statements for each Traditional Council. Provide administrative support to Traditional Councils & Local Houses. Submit reports on the financial status of each Traditional Council. Coordinate responses to internal & external audits. Update the risk register. Management of Staff. Assistant the Director in the compilation of Financial Plans, Annual Performance Plans, Operational Plans, and related reports for the Directorate.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/146 : **CONTROL ENGINEER TECHNICIAN GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA: 03/07/2023**

SALARY CENTRE REQUIREMENTS : R499 275 - R570 657 per annum
: Bhisho
: National Senior Certificate, plus an undergraduate qualification (NQF level 6) in Civil Engineering. Six (6) years' post qualification in (engineering field). Code EB driver's license is compulsory. Candidate Professional Technician eligible to register with ECSA. MS Word, MS Excel, MS Outlook, and PowerPoint. B-Tech Degree will be an added advantage. Registration with ECSA will be added advantage. Local Government Work experience will be an added

advantage. Competencies: A recognised National Diploma in Civil Engineering, with 3 (three) years' work experience after graduating a graduating the qualification; registration as a as technician will be an added advantage, and a Programme or Project Management Diploma Certificate will also be an added advantage. Work experience involving local government sector / municipalities will also be an added advantage. Computer literacy – presentation; communication; liaison; coordination; planning and organising skills will be considered, and Code EB driver's license is compulsory.

DUTIES : Collate and update quarterly municipal B2B-PMISD report, capturing the following focal areas: Infrastructure Planning, Infrastructure Backlogs, Infrastructure O&M, Infrastructure Tech. Units Capacity. Facilitate (provide secretariat duties) the cluster MIG Project Appraisal Committees (MACs and DAC). Consolidate and update the MIG Project baseline data, MIG Financial data and ISD Non-Financial data into a monthly cluster MIG Project-List Report. Conduct quarterly technical site hand-over or launch assessment to selected municipal projects, for possible MEC Launch and generate Technical Site Handover / Launch Report.

ENQUIRIES : Ms.Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/147 : **ASSISTANT DIRECTOR: HOUSE COMMUNICATION: PHOTL REF NO: COGTA: 04/07/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum
: Bhisho
: Senior certificate, plus undergraduate (NQF level 6) in Journalism or Communication. 3-5 years' experience at supervisory level at salary level 7/8. Graphic design and Speech writing will be an added advantage. Computer Literacy (MS Word, MS Excel, and PowerPoint). A valid Code 08 driver's licence. Competencies: Three (3) years relevant supervisory work experience in the field of communication. Excellent verbal and written English. Ability to communicate in at least two languages spoken in the Eastern Cape. Videography skills. Strong interpersonal skills.

DUTIES : Manage media relations including drafting of media releases. Manage the House of Traditional Leaders website. Develop communication plan for the House activities. Maintain and update media houses database. Securing media slots on radio and newspapers.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/148 : **ASSISTANT DIRECTOR: URBAN AND SMALL-TOWN DEVELOPMENT: REF NO: COGTA: 05/07/2021**

SALARY CENTRE REQUIREMENTS : R424 104 – R496 467 per annum
: Joe Gqabi District
: National Senior Certificate plus undergraduate (NQF Level 6) in Economic/ Development Studies/ Public Management or related field. Town and regional planning qualification will be an added advantage. 3-5 years working experience at a supervisory level of salary level 7/8. Ms Word, Excel Powerpoint Ms Outlook, and Ms Project. Drivers Licence Code 8, Town and Regional planning qualification will add advantage. Competencies: Project conceptualisation, planning and management. Report and correspondence writing skills, development of project concept documents, Development of budgets and management of cashflows. Proven presentation skills.

DUTIES : Coordinate the roll-out implementation of public employment programme (Expanded Public works Programme and Community Work Programme). Support Public employment participants to establish cooperatives. Coordinate initiatives targeting the reiteration of small towns and urban areas. Coordinate the implementation of the Provincial Small Town Development Framework. Lobby and coordinate strategic stakeholders towards contributing to initiatives that are targeted at the revitalisation of small towns.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
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POST 23/149 : **ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT SUPPORT REF NO: COGTA: 06/07/2023**

SALARY : R424 104 – R489 384 per annum
CENTRE : Chris Hani District Support Centre
REQUIREMENTS : National Senior Certificate plus undergraduate (NQF Level 6) in B-Com, Economics/Statistics/Business Management. 3-5 years working experience at supervisory level of salary level 7/8 in the field of Economics and Project Management, Experience in Econometric/ Statistical packaging. Microsoft Word, Ms Excel, Project, and Power-point. Drivers Licence Code 8. A master's degree in economics/ Statistical will added advantage elements. Competencies: The applicant must have proven experience in report writing and presenting power-point presentation, concepts documents, letters, and memorandums. Demonstrated ability and experience in managing cash flow and develop a budget to implement a KPA. Proven presentation skills and ability to articulate government programmes.

DUTIES : Render a fully functional and efficient support office. Support Municipalities to enhance municipal LED Capacity. Support municipalities to develop their strategies as well the project monitoring for local municipalities. Support local and District municipalities to promote strategic regional collaboration and partnership.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
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POST 23/150 : **SENIOR ADMIN OFFICER: RAPID RESONSES REF NO: COGTA: 07/07/2021**

SALARY : R359 517 –R420 402 per annum
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration, Social Sciences, or any other qualification in the field. One to two years' experience on salary level 07 or 4-years' experience on salary level 06 in the relevant field. Microsoft Word, MS Excel, Project and Power Point all mandatory. Drivers Licence will add as advantage. Competencies: Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management 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. Audit educational skills: being able to teach experientially using perspiratory techniques. Programming and development skills: The ability to plan manage, implement, monitoring 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, sports, and creation. Personal Attributes: self-motivation, flexibility, and ability to work in a team on perspiratory project. Added advantages.

DUTIES : Render general clerical support services. Provide clerical. Support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/151 : **SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT CO-ORDINATION REF NO: COGTA: 08/07/2021**

SALARY : R359 517 – R420 402 per annum
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) qualification in Public Management/ Financial Management/ Administration/ Management. One-two years working experience on salary level 07 or 4-years' experience on salary level 06. Computer Literacy, Drivers Licence Code 08. Introduction to PERSAL Certificate will be an added advantage.

<u>DUTIES</u>	: Competencies: Broad understanding of PFMA, creditors management, procurement, and administration. : Efficient and effective Budget management, monitoring and reporting, procurement of goods and services in compliance with the relevant departmental policies, timely payment of creditors invoices and clearance of commitments, processing of claims for allowances. The processing of reimbursement claims of the members of the local House of Traditional Leaders, the procurement of good and services for local House of TL. Payment of sitting allowance of the members of the Local Houses of Traditional Leaders. Monthly monitoring of the expenditure for each individual Local House. Facilitate logistical arrangements. For the Local Houses.
<u>ENQUIRIES</u>	: Ms.Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 23/152</u>	: <u>SENIOR ADMIN OFFICER: SECURITY MANAGEMENT AND ANTI-CORRUPTION REF NO: COGTA: 09/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R359 517 - R420 402 per annum : Bhisho : National Senior Certificate, plus an undergraduate qualification (NQF level 6) in qualification Diploma in Security Management/ Policing /Public Administration. One to two years' experience supervisory salary level 7 or 4 years at Salary level 06 in administration. Computer literacy with knowledge of Microsoft Office Application, MS Word, MS Excel, MS PowerPoint & MS Outlook. Valid EB (Code 8) Driver's License. Exposure in security and anti-corruption environment will be 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 communication skills at all levels. Computer Literacy. Presentation skills.
<u>DUTIES</u>	: Administer development, implementation, and review of information security policy and procedures. Ensure that Information Security Audit/Appraisal are conducted at regular intervals. Assist in conducting of after hour inspections (office security). Assist to manage, develop, implement, align and review document security procedures and systems. Assist in 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 the sensitive materials. Assist in the implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access /egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Government Regulator. Manage and maintain all installed electronic security systems. Assist in the implementation of identification card system to identify all employees and visitors. Liaising with Law Enforcement Agencies such as SSA & SAPS.
<u>ENQUIRIES</u>	: Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 23/153</u>	: <u>COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA: 10/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R359 517 – R420 402 per annum : Amathole District Support Centre : National Senior Certificate, plus an undergraduate qualification (NQF level 6) in Development Studies, Community Development & Social Science. One- two years' experience at supervisory level of salary level 7or 4 years at salary level 06 in Community or Rural Development or relevant field, Community planning & Facilitation. Computer literacy with knowledge of Microsoft Office Application, MS Word, MS Excel, MS PowerPoint & MS Outlook. Competencies: Communication Skills, Presentation Skills, Facilitation skills, Excellent report writing.
<u>DUTIES</u>	: Facilitate the involvement of Traditional Leaders in development initiatives. Facilitate promotion cooperative relations with development partners, Municipalities & Government Departments. Facilitate establishment of

partnerships between traditional leadership institution & government departments, municipalities, nongovernmental organizations, and private sector for the development of traditional communities. Facilitate and coordinate trainings for development 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.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/154 : **STATE ACCOUNTANT: REBATES SECTION REF NO: COGTA: 11/07/2021**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum
: Bhisho
: National Senior Certificate, plus an undergraduate qualification (NQF level 6) in Financial Accounting or Relevant Finance Qualification. One- two years working experience in the finance field. Computer literacy with knowledge of Microsoft Office Application, MS Word, MS Excel, MS PowerPoint & MS Outlook. Competencies: Must have working knowledge of government financial systems BAS and PERSAL. A strong understanding of Batho Pele Principles, Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector & SCOA. Must have good written and verbal communication skills. Excellent interpersonal, organisational skills and strong analytical skills. Excellent financial management skills. Ability to work under pressure. Ability to liaise with internal and external stake holders. Ability to work independently and in a team. Ability to organize and plan work accordingly.

DUTIES : Perform all rebates tax administration functions including submission of half and yearly tax reconciliations. Ensuring the downloading of payrolls from Vulindlela Website and distribution to pay point managers, certification and returns of payrolls. Perform PERSAL deductions, attend salary related queries and maintain proper filing system. Updating of banking details for employees on PERSAL. Perform PERSAL/Bas reconciliation. Monitoring and clearance of PERSAL salary related suspense accounts and perform reconciliation.

ENQUIRIES : Ms.Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/155 : **CHIEF REGISTRY CLERK: AUXILIARY SERVICES REF NO: COGTA: 12/07/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum
: Bhisho
: National Senior Certificate, plus an undergraduate qualification (NQF level 6) in Records Management, Social Science and Public Administration. One- two years working experience in records management field. Computer literacy with knowledge of Microsoft Office Application, MS Word, MS Excel, MS PowerPoint & MS Outlook. Driver's license Code 8 Competencies: Understanding of prescripts and Legislation Guiding Records Management.

DUTIES : Supervising and Render an Effective Filing and Records Management Services: Opening and close files according to the record classification system. Filing/ storage, tracing electronically/ manually) and retrieval of documents and files. Ensure the complete index cards for all files. Supervise the processing and Process Documents: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of archived documents. Supervise and Provide Registry Counter services and handling of income and outgoing Correspondence: Attend to clients. Handle telephone, Receive and register hand delivery mail/ file. Distribute notices on register and dispatch mail. Supervise the Operation and Operate Office Machines in Relation to the Registry Functions: Open and maintain franking machine register, Hand delivers and sign over remittances to finance. Supervise Human Resource/ Staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/156 : **PERSONAL ASSISTANT: HEAD OF DEPARTMENT REF NO: COGTA: 13/07/2023**

SALARY : R294 321 – R343 815 per annum
CENTRE : Bhisho
REQUIREMENTS : Senior Certificate, An undergraduate qualification (NQF Level 6) in Arts (Industrial Psychology and Public Administration). One to two years' experience in administration. Literacy (Ms Word, Excel, PowerPoint, and Outlook. Postgraduate qualification in Development Studies will be add advantage. Competencies: Analytical Skill, Reporting Writing, Presentation, Proficient knowledge of Microsoft packages, Time Management, Interpersonal Skills and Communication, Proficiency in English, Organisation and office planning skills, ability to operate other office equipment, customer service abilities.

DUTIES : Facilitate the smooth running of the HoD's office. Always facilitate the availability of all office records. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by Head of Department. Provide the coordination of submissions from directorates. Provide support in budgeting monitoring. Provide support in the coordination of meetings. Arrange travel and accommodation for the Head of Department. Procurement of office supplies, stationery, cleaning material and refreshments, analyse expenditure patterns. Monitoring of weekly plans of all staff members.

ENQUIRIES : Ms.Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/157 : **PERSONAL ASSISTANT: BUDGET PLANNING AND MANAGEMENT REF NO: COGTA: 14/07/2023**

SALARY : R294 321 – R343 815 per annum
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF 6) in Financial Management /Public Finance / Finance Accounting / Administration or any other related field with minimum one to two years' experience in relevant area. Competencies: Computer literacy, Proficient knowledge of Microsoft packages, 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.

DUTIES : Manage and oversee logistics within the office of the Director, manage the workflow of the unit and coordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Director and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the Director for such meetings. Contribute to the promotion of compliance in the Directorate. Provide administration support to the Director with regards to the management of the Directorate activities. Organise and attend certain Directorate meetings as assigned by the Responsible Manager. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence and prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement, and cash flow projections for the Directorate. Ensure effective document management and correspondence flow within the Office of Director. Consolidate all sub directorate's reports to produce a monthly, quarterly, half yearly and annual Director report. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information of the Office of the Director. Administer office correspondence, documents, and reports.

ENQUIRIES : Ms. Mditshwa Tel No: (040) 9407071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/158 : **PERSONAL ASSISTANT: URBAN AND SMALL-TOWN DEVELOPMENT REF NO: COGTA: 15/07/2023**

SALARY : R294 321 – R343 815 per annum
CENTRE : Bhisho
REQUIREMENTS : 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 years' experience in the public service including municipalities. Computer literacy with knowledge of Microsoft Office Application, MS Word, MS Excel, MS PowerPoint & MS Outlook. Driver's license Code 08 will be an added advantage. Competencies: Analytical Skill, Reporting Writing, Presentation, Proficient knowledge of Microsoft packages, Time Management, Interpersonal Skills and Communication, Proficiency in English, Organisation and office planning skills, ability to operate other office equipment, customer service abilities.

DUTIES : Facilitate the smooth running of the HOD's office. Always facilitate the availability of all office records. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by Head of Department. Provide the coordination of submissions from directorates. Provide support in budgeting monitoring. Provide support in the budgeting monitoring. Provide support in the coordination of meetings. Arrange travel and accommodation for the Head of Department. Procurement of office supplies, stationery, cleaning material and refreshments, analyse expenditure patterns. Monitoring of weekly plans of all staff members.

ENQUIRIES : Ms.Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
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POST 23/159 : **PERSONAL ASSISTANT: SECURITY MANAGEMENT & ANTI-CORRUPTION SERVICES REF NO: COGTA: 16/07/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum
: Bhishe
: Senior Certificate plus an undergraduate qualification (NQF level 6/) in Office Administration and/or secretarial diploma or relevant qualification. 1-2 years working experience in this rendering secretarial or administrative support service. Computer literacy with knowledge of Microsoft Office Application, MS Word, MS Excel, MS PowerPoint & MS Outlook etc. are all mandatory. Knowledge of Law, Security, Investigation and Forensics will be an added advantage. Competencies: Good interpersonal and decision-making skills; Proven computer literacy; Organizing and planning skills; Customer service orientation; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people. Willingness to work irregular hours.

DUTIES : Provide a secretarial/receptionist support service to the Director. Record the engagements of the Director. Ensure that office equipment is in working good order. Provide administrative support services in the Office of the Director. Manage the diary of the Director. Ensure the effective flow of information and documents to and from the office of the Director. Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. File documents for Director and the unit where required. Provide support to Director regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the Director with the administration of the Office Budget. Keep a record of expenditure commitments for the Office of the Director. Remain up to date regarding the policies and procedures applicable to her work terrain to ensure efficient and effective support to the Director. Remain abreast with the procedures and processes that apply in the office of the Director. Facilitate travelling arrangements for the Director.

ENQUIRIES : Ms. Mditshwa Tel No: (040)940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

POST 23/160 : **PERSONAL ASSISTANT: OR TAMBO DISTRICT SUPPORT CENTER REF NO: COGTA: 17/07/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum
: OR Tambo District Support Centre
: Senior Certificate plus an undergraduate qualification (NQF level 6/) in Administrative Management/ Office Management. 1-2 years working experience. Driver's license code 08. Computer literacy with knowledge of Microsoft Office Application, MS Word, MS Excel, MS PowerPoint & MS Outlook Competencies: Good interpersonal and decision-making skills, Proven computer literacy, Organising and planning skills, Customer service orientation, Communication (written and verbal).

- DUTIES** : Provide a secretarial/receptionist support service to the Director. Record the engagements of the Director. Ensure that office equipment is in working good order. Provide administrative support services in the Office of the Director. Manage the diary of the Director. Ensure the effective flow of information and documents to and from the office of the Director. Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. File documents for Director and the unit where required. Provide support to Director regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the Director with the administration of the Office Budget. Keep a record of expenditure commitments for the Office of the Director. Remain up to date regarding the policies and procedures applicable to her work terrain to ensure efficient and effective support to the Director. Remain abreast with the procedures and processes that apply in the office of the Director. Facilitate travelling arrangements for the Director.
- ENQUIRIES** : Ms. Mditshwa Tel No: (040)940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 23/161** : **PERSONAL ASSISTANT: HUMAN RESOURCE UTILISATION & CAPACITY BUILDING REF NO: COGTA: 18/07/2023**
- SALARY** : R294 321 – R343 815 per annum
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Office Management, Public Administration/ Public Management/Social Sciences/ or any relevant qualification. 1-2 years working experience. Computer Literacy and competency of (Ms Word, Excel, Outlook, and PowerPoint). Valid driver's license code 08 (EB). Competencies: Ability to independently use MS Excel, MS PowerPoint, and MS Word. Good Communication (verbal and written) skills, Competency to organise meetings and minutes taking. Honesty and Integrity.
- DUTIES** : Facilitate smooth running of the Director's office. Always facilitate the availability of office records, ensure digital and manual filing of documents, record incoming and outgoing correspondence and distribute it accordingly. Type correspondence delegated by the Director. Manage diary of the Director. Manage resources of the office of the Director. Coordinate submissions from sub-directorates in stipulated timelines Provide support in budget monitoring. Coordinate meetings and facilitate travelling arrangements for the Director. Ensure overall administration in the office of the Director. Perform Ad hoc duties as need arise.
- ENQUIRIES** : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 23/162** : **PERSONAL ASSISTANT: TRADITIONAL FINANCIAL MANAGEMENT REF NO: COGTA: 19/07/2023**
- SALARY** : R294 321 – R343 815 per annum
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, plus an undergraduate qualification (NQF level 6) in Office Administration/ Secretarial/related qualification / finance related field will be an added advantage. One to two years' experience in the relevant field. Computer literacy with knowledge of Microsoft Office Application, MS Word, MS Excel, MS PowerPoint & MS Outlook 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.
- DUTIES** : Facilitate smooth running of the office of the Director' office. Manage diary of the Director. Always facilitate the availability of all the office records. Assess incoming work and distribute where it is required. Provide secretarial service to directorate meeting and produce minutes, therefore. Type correspondences delegated to you by the Director. Manage the resource of the Director. Digital and manual filling 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.
<u>ENQUIRIES</u>	:	Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 23/163</u>	:	<u>COMMUNITY DEVELOPMENT WORKERS (MBASHE- WARD 25 & NTABANKULU- WARD 02) REF NO: COGTA: 20/07/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	R241 485 – R281 559 per annum
<u>CENTRE</u>	:	Mbashe Lm & Tabankulu Lm
<u>REQUIREMENTS</u>	:	National Senior Certificate, plus national higher certificate, Diploma (NQF level 5). 1-2 years' relevant work experience. Computer Literacy. Valid driver's license code 08 (EB) will be an added advantage. Competencies: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret 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: 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, environmental protection, forestry, transport, housing, sports 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.
<u>DUTIES</u>	:	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 improved 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 service 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.
<u>ENQUIRIES</u>	:	Ms. Mditshwa Tel No: (040) 9407071/7077/7083/7081/7079/7080/7082 e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<u>POST 23/164</u>	:	<u>COMMITTEE CLERK: HOUSE OF PROVINCIAL TRADITIONAL LEADERS & KHOI-SAN) REF NO: COGTA: 21/07/2023</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate plus National Higher Certificate (NQF Level 5) no working experience required or NQF Level 4 with two years working experience. competencies: Planning, organisation, and time management skills. Administrative skills. Accuracy and attention to detail. Good verbal and written communication. Ability to work in a team. Customer service excellence.
<u>DUTIES</u>	:	Arranging travelling and accommodation for the members of the committee and occasionally travel with the Chairperson of the committee to take notes in meetings or provide general assistant during presentation. Liaise with the

- Chairperson of the committee and committee members in relation to the programs of the committee. Ensure on submission of claims on behalf of committee members. Minute taking in committee meetings, develop reports and action plans of the committee. Responsible for sub directorate committee register and analyse expenditure patterns.
- ENQUIRIES** : Ms. Mditshwa Tel No: (040) 940 7071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za
- POST 23/165** : **SENIOR REGISTRY CLERK: AUXILIARY SERVICE REF NO: COGTA: 22/07/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum
: Bhishe
: National Senior certificate plus National Higher Certificate (NQF Level 5) no working experience required or NQF Level 4 with two years working experience. Computer Literacy and competency of (Ms Word, Excel, Outlook, and PowerPoint). No working experience is required. Competencies: Computer Literacy Planning and Organising. Good verbal and written communication skills.
- DUTIES** : Safekeeping of Records: Opening File and close files, Filling of correspondence, Numbering of folios. Circulation of Correspondence: Recording of documents for Circulation. Monitoring Movement of files: Monitoring and controlling the movement of file from and to the registry.
- ENQUIRIES** : Ms. Mditshwa Tel No: (040) 9407071/7077/7083/7081/7079/7080/7082
e-Recruitment Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
(DEDEAT) in the Eastern Cape is an equal opportunity, affirmative action employer.**

- APPLICATIONS** : Applicants are encouraged to apply via the e-recruitment system only. utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> The E-Recruitment system is available 24/7 for applications and closes at 23:59 on the closing date. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: olwethu.desi@dedea.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-Thurs and 08:00-16:00 on Fri). Technical support person for E-Recruitment: O. Desi (Olwethu.desi@dedea.gov.za) Should you submit your applications/CV to: olwethu.desi@dedea.gov.za and not as specified, your application will be regarded as lost and will not be considered. applications: Please take note, NO hand delivered applications will be allowed. Applicants must apply online using <https://erecruitment.ecotp.gov.za> through the E-recruitment system
- FOR ATTENTION CLOSING DATE NOTE** : O. Desi
: 21 July 2023
: Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted 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). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. It is a DPSA requirement for SMS applicants to produce or attach the pre-entry certificate

(Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. 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. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

MANAGEMENT ECHELON

POST 23/166 : **CHIEF DIRECTOR: ECONOMIC DEVELOPMENT REF NO: DEDEA/2023/07/01**

SALARY CENTRE REQUIREMENTS : R1 371 558 – R1 635 897 per annum (Level 14)
 : Bisho
 : National Senior Certificate, Undergraduate NQF level 7 qualification as recognized by SAQA in Economics, Business Economics or Business Sciences plus 5 years' experience at Senior Managerial level. Post- Graduate qualification in the related fields will be an added advantage. Knowledge and understanding of the Eastern Cape Economy, Public Service Act, Public Service Regulations, PFMA, Treasury regulations, Provincial Economic Development Strategy. The following skills and attributes are required: Advanced Computer literacy, Financial Management, Quantitative Capability, Programme & Project Management, Strategic capability & Leadership, Problem Solving, Computer literacy, People Management and Communication skills. A valid driver's license is required.

DUTIES : Direct at a strategic level the development and implementation of economic development policies, strategies and programmes. Strategically direct and manage provincial sector and investment development services. Strategically direct economic development initiatives in line with the National Development Plan and the Provincial Economic Development Strategy, Respective Economic Sector Strategies and Plans. Strategically direct tourism development. Strategically direct consumer protection and business regulatory services. Manage the allocated resources of the Branch (Programme) in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES NOTE : can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)
 : Employment Equity target: African/Indian/White Female

POST 23/167 : **DIRECTOR: ENVIRONMENTAL COMPLIANCE AND ENFORCEMENT REF NO: DEDEA/2023/07/02**

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum (Level 13)
 : Bisho
 : National Senior Certificate, NQF Level 7 qualification as recognised by SAQA in Environmental Management Sciences with 5 years' experience at Middle Management level. Post graduate qualification in the related field will be an added advantage. The following skills, knowledge and attributes are required: Communication, Report Writing skills, Computer Literacy, Financial management, Planning and Organizing, Research & Analytical skills, Interpersonal skills, Public Service Act, Public Service Regulations, PFMA, NEMA, NEMBA, Relevant emerging legislations and regulations. A valid driver's license required.

DUTIES : Manage and coordinate the provisioning of environmental compliance and enforcement policy frameworks, norms and standards. Manage the provisioning of environmental enforcement services to minimise the impact of transgressions on the sustainable utilisation of the environment and to ensure compliance with legislative and regulatory imperatives. Manage the investigation of prioritised/organised environmental crime activities. Manage the provisioning of administrative environmental enforcement services and sanction action in line with delegation imperatives. Perform and manage administrative and related functions.

ENQUIRIES : can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)

<u>NOTE</u>	:	Employment Equity target: White Male
<u>POST 23/168</u>	:	<u>DIRECTOR: PUBLIC ENTITY FINANCIAL OVERSIGHT REF NO: DEDEA/2023/07/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 – R1 365 411 per annum (Level 13)
	:	Bhisho
	:	National Senior Certificate, B-Degree (NQF level 7) qualification as recognised by SAQA in Accounting Sciences majoring in Accounting. A minimum 5 years' experience at a middle management level (Deputy Director) obtained in a financial environment, in-depth knowledge, experience and the application of the PFMA and other related prescripts. Post- Graduate qualification in the related field will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: Public Service Act, PFMA, Treasury Regulations, Interpret and apply relevant policies and procedures, Policy Formulation, Policy Analysis, Sound Budgeting skills, Financial and administrative skills, Accounting and budgeting skills, People Management, Interpersonal skills, Communication (written and verbal). A valid driver's license required.
<u>DUTIES</u>	:	Coordinate the planning, preparation, consultation and compilation of the MTEF budgeting input processes for DEDEAT's Public Entities in compliance with the Treasury guidelines. Oversee processes within the Public Entities to analyse the annual budget into a monthly cash flow at the beginning of the financial year and after the Adjustment Estimate. Analyse general financial management trends, audit and other findings with a view to enable the group CFO to initiate pro-active corrective action where required. Oversee the development and maintenance of the departmental financial management system in line with legislative, treasury and generally accepted accounting standards. Management of Human Resources, Financial Resources and other related administrative functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)
	:	Employment Equity target: African Female/PWD

OTHER POSTS

<u>POST 23/169</u>	:	<u>DEPUTY DIRECTOR: LOCAL AND REGIONAL ECONOMIC DEVELOPMENT (LRED) REF NO: DEDEA/2023/07/04</u> Re-Advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 per annum (Level 11)
	:	Bhisho
	:	National Senior Certificate, NQF Level 6 or NQF 7 qualification as recognised by SAQA in Economics, Business or Development Studies plus 3-5 years' experience of which 3 years must have been at an Assistant Director level (Level 9 or 10). Post graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Computer literacy, Communication skills and corporate governance. A valid driver's license required.
<u>DUTIES</u>	:	Review, implement and monitor the local and regional development policy. Monitor, evaluate and report on the sustainable impact of Local and Regional economic development funded projects. Provide technical support to senior management to establish partnerships to support local and regional economic development programmes, projects and instruments. Perform and manage administrative and related functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)
	:	Employment Equity target: Coloured Female
<u>POST 23/170</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DEDEA/2023/07/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum (Level 09)
	:	Amathole Region
	:	National Senior Certificate, NQF level 6 or NQF level 7 qualification as recognised by SAQA in HRM/ Public Administration/ Social Sciences or any other relevant equivalent qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8 in administration.

		Supervisory, Finance & HR experience will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. A valid driver's license.
<u>DUTIES</u>	:	Provide inputs and implement policies and guidelines in relation to support services. Ensure coordination and management of Human resource functions. Responsible for sound financial administration in the region. Responsible for effective and efficient implementation, monitoring and control of administration management services (supply chain and auxiliary support). Facilitate implementation of capacity building programmes. Perform and manage administrative functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)
	:	Employment Equity target: African Male
<u>POST 23/171</u>	:	<u>ASSISTANT DIRECTOR: LOSS CONTROL & ANTI CORRUPTION REF NO: DEDEA/2023/07/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 – R496 467 per annum (Level 09)
	:	Bhisho
	:	National Senior Certificate, NQF level 6 qualification as recognised by SAQA in Law, Policing / Forensic investigations and /or any relevant qualification. In addition, minimum of 3-5 years relevant experience of which 3 years should be at salary 7/8 in Anti-corruption, Supervisory experience will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: investigations, policy development, application of the relevant legislative procedures, Fraud and corruption prevention. Problem analysis, Influence, Communication, Interpersonal relation and networking, Time Management, Planning and Organizing, Report writing. A valid driver's license.
<u>DUTIES</u>	:	Provide technical assistance with the development of processes to ensure the implementation of DEDEAT'S loss control policy instruments by line managers. Provide technical assistance with the development of and facilitate processes to ensure the implementation of DEDEAT'S Anti- Corruption Strategy by line managers. Investigate instances of loss and corruption in DEDEAT. Supervise administrative and related functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)
	:	Employment Equity target: African Male
<u>POST 23/172</u>	:	<u>INTERNAL AUDITOR REF NO: DEDEA/2023/07/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08)
	:	Bisho
	:	National Senior Certificate, NQF level 6 or 7 as recognised by SAQA in Accounting/Commerce/Auditing and /or relevant qualification. 1-2 Years' experience in the Internal Auditing environment. Professional registration with a relevant body will be an added advantage. The following skills, knowledge and attributes are required: In-depth knowledge of legislative framework that governs the Public Service, Understanding and application of Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars, DPSA Circulars, Accounting Systems. A valid driver's license.
<u>DUTIES</u>	:	Provide consulting services on the performance of departmental programmes, conducting statutory and special audits. Assist with the development, implementation and maintenance of statutory, performance audit methodologies and instruments for DEDEAT. Perform administrative and related functions.
<u>ENQUIRIES NOTE</u>	:	can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)
	:	Employment Equity target: African Male
<u>POST 23/173</u>	:	<u>NETWORK CONTROLLER</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07)
	:	(Ref No: DEDEA/2023/07/08) Bhisho
	:	(Ref No: DEDEA/2023/07/09) O.R. Tambo Region

- REQUIREMENTS** : National Senior Certificate, NQF level 6 / NQF level 7 qualification as recognised by SAQA in Information Technology/Systems. 1-2 years' experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Working knowledge of Windows systems like Windows 7, 8 & 10, Office 2010, 2013 and 2016 Operating systems. Knowledge of server environment i.e. Windows Server 2012 & 2016, Exchange 2016 operating systems. Valid Driver's license required.
- DUTIES** : To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.
- ENQUIRIES** : can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)
- NOTE** : Employment Equity target: Head Office - African Male
Employment Equity target: O.R Tambo Region – African Female

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2023/2025
(24 MONTHS)**

- APPLICATIONS** : Please take note, NO hand delivered applications will be allowed. Applicants must apply online using <https://erecruitment.ecotp.gov.za> through the E-recruitment system. Enquiries related to E- Recruitment Support: can be directed to Mr. O. Desi at 078 026 7383 (Olwethu.desi@dedea.gov.za)
- NOTE** : The Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) is the affirmative action employer, therefore, people from the designated groups are encouraged to apply. Preference will be given to PWD.

OTHER POSTS

- POST 23/174** : **ENTERPRISE DEVELOPMENT INTERNSHIP PROGRAMME REF NO: DEDEA/2023/05/10**
Chief Directorate: Economic Development
- STIPEND** : R7 142.00 per month
CENTRE : Bhishe
REQUIREMENTS : Degree/Diploma in Small Business Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268 (Milasande.ntebe@dedea.gov.za)
- POST 23/175** : **TRADE AND INVESTMENT PROMOTION INTERNSHIP PROGRAMME REF NO: DEDEA/2023/05/11**
Directorate: Economic Development
- STIPEND** : R7 142.00 per month
CENTRE : Head Office
REQUIREMENTS : Degree/Diploma in Management/Business Administration/Economics
ENQUIRIES : Mr M. Ntebe at 066 486 8268 (Milasande.ntebe@dedea.gov.za)
- POST 23/176** : **EMPLOYEE HEALTH AND WELLNESS INTERNSHIP PROGRAMME REF NO: DEDEA/2023/05/12**
Directorate: Corporate Services
- STIPEND** : R7 142.00 per month

CENTRE : Bhisho
REQUIREMENTS : Degree in Social Work, professional registration as a Social Worker
ENQUIRIES : Mr M. Ntebe at 066 486 8268 (Milasande.ntebe@dedea.gov.za)

POST 23/177 : **LOCAL & REGIONAL ECONOMIC DEVELOPMENT INTERNSHIP PROGRAMME REF NO: DEDEA/2023/05/13**
Chief Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Bachelor of Economics: Business Sciences
ENQUIRIES : Mr M. Ntebe at 066 486 8268 (Milasande.ntebe@dedea.gov.za)

POST 23/178 : **RISK MANAGEMENT INTERNSHIP PROGRAMME REF NO: DEDEA/2023/05/14**
Directorate: Risk management

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : BCom / Auditing/ Risk Management Diploma /Degree
ENQUIRIES : Mr M. Ntebe at 066 486 8268

POST 23/179 : **HRM&D EXPERIENTIAL LEARNERSHIP REF NO: DEDEA/2023/05/15**
Directorate: Corporate Services

STIPEND : R3 500.00 per month
CENTRE : Sarah Bartmaan
REQUIREMENTS : N6 in HRM
ENQUIRIES : Mr M. Ntebe at 066 486 8268 (Milasande.ntebe@dedea.gov.za)

POST 23/180 : **LOCAL & REGIONAL ECONOMIC DEVELOPMENT EXPERIENTIAL LEARNERSHIP REF NO: DEDEA/2023/05/16 (X2 POSTS)**
Chief Directorate: Economic Development

STIPEND : R3 500.00 per month
CENTRE : Amathole
REQUIREMENTS : N6 in Business Management/ Public Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268 (Milasande.ntebe@dedea.gov.za)

POST 23/181 : **SUPPLY CHAIN MANAGEMENT EXPERIENTIAL LEARNERSHIP REF NO: DEDEA/2023/05/17**
Directorate: Financial Management

STIPEND : R3 500.00 per month
CENTRE : Chris Hani
REQUIREMENTS : N6 in Financial Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268 (Milasande.ntebe@dedea.gov.za)

POST 23/182 : **OFFICE MANAGEMENT EXPERIENTIAL LEARNERSHIP REF NO: DEDEA/2023/05/18**
Directorate: Corporate services

STIPEND : R3 500.00 per month
CENTRE : Chris Hani
REQUIREMENTS : N6 in Management Assistant
ENQUIRIES : Mr M. Ntebe at 066 486 8268 (Milasande.ntebe@dedea.gov.za)

DEPARTMENT OF TRANSPORT

APPLICATIONS : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and / or at <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date and is available 24/7. To report any challenges pertaining e-Recruitment System, send an eMail with your ID Number, your profile e-Mail Address and the details of the issue, to: Simphiwe.Mgudlwa@ectransport.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. NO hand-delivered/ emailed applications will be allowed.

CLOSING DATE
FOR ATTENTION
NOTE

: 21 July 2023
: Mr M.L. Ngcobo / Mrs N. Nyamakazi
: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts prior appointment and the full details can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants must apply online using <https://erecruitment.ecotp.gov.za> through the E-recruitment system

MANAGEMENT ECHELON

POST 23/183

: **CHIEF DIRECTOR: TRANSPORT PLANNING & DESIGN REF NO: DOT 01/07/2023**

SALARY

: R1 371 558 – R1 635 897 per annum (Level 14), annual salary range, (all-inclusive)

CENTRE

: (KWT)

REQUIREMENTS

: National Senior Certificate, B. Degree (NQF Level 7) as recognized by SAQA in Civil Engineering / Transport Management. Honour's Degree (NQF Level 8 as recognized by SAQA will be an added advantage. Registration with the Engineering Council of South Africa (ECSA) as a registered Professional Engineer / Technologist. 8 – 10 years' experience at senior management level and at least 3 years engineering design within a transport infrastructure environment. SMS pre-entry certificate as offered by the National School of Government (NSG). Valid Driver's license. Knowledge: strategic capability and leadership, communication, client orientation and customer focus, people

management and empowerment, problem analysis and solving, financial management, programmes and project management. Generic competencies: results / quality management, decision making, knowledge management, change management. technical competencies: programme and project management, engineering, legal and operational compliance, engineering operational communication process knowledge and skills, maintenance skills and knowledge, mobile equipment operating skills, systems skills, engineering design and analysis knowledge, research and development computer-aided engineering applications, creating high performance culture technical consulting, engineering and professional judgment accountability.

DUTIES

: Ensure the provision of provincial integrated transport planning, roads design and traffic engineering services: Oversee provision of provincial transport spatial planning services. Oversee the provision of provincial traffic engineering safety services. Oversee provision of provincial integrated public and freight planning's-ordinate the provision of integrated planning expertise to guide and support the provision of transport services. Oversee roads construction and provision of engineering services. Ensure the construction of roads and related structures: Oversee the construction of roads and related structures. Oversee the procurement of transport infrastructure goods and services. Oversee provision of professional and technical support services. Ensure the maintenance of roads and related structures: Oversee the development and monitor the implementation of road maintenance policies, norms and standards. Monitor the overall roads maintenance budget. Monitor the roads maintenance management system. Ensure the coordination of regional roads maintenance services. Ensure the provision of plant fleet and associated support services: Oversee the provision of technical motor vehicle and plant fleet maintenance services. Oversee the of provision of infrastructure motor vehicle and plant fleet administration services. Oversee the provision of two-way radio communication, loss control and fleet monitoring services. Ensure the design and implementation of programs and projects to empower vulnerable groups: Oversee the development and empowerment of impoverished communities using transportation related projects. Coordinate the initiation of programmes for contractor empowerment. Oversee and coordinate expenditure on the EPWP programme. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE

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

POST 23/184

: **DIRECTOR: PROJECT MANAGEMENT & PROFESSIONAL SERVICES**
REF NO: DOT 02/07/2023

SALARY

: R1 162 200 – R1 365 411 per annum (Level 13), all-inclusive annual salary range

CENTRE

: Head Office-KWT

REQUIREMENTS

: National Senior Certificate. B. Degree (NQF Level 7) as recognized by SAQA in Business, Administration, Project Management, Construction Project Management. Project Management Professional (PMP). Agile Certification. PRINCE 2 Foundation and Practitioner – advantageous. Business Analysis Diploma – advantageous Minimum of 10 years plus experience in industry (construction or built environment). Minimum of 5 years' relevant leadership experience in the Project Management Office environment. SMS pre-entry certificate as offered by the National School of Government (NSG). A valid

driver's license. Knowledge: Strategic capability and leadership; communication; client orientation and customer focus; people management and empowerment; problem solving and analysis; financial management; and programme and project management. Generic competencies: Results/quality management; decision making; knowledge management; change management; professionally liaise with Senior Managers and Executives as an ambassador of the PMO function; work effectively and efficiently to achieve objectives; as required from time to time, various formal and informal meetings will have to be attended and participated in; good written and verbal communication skills; strong attention to details and technicalities; excellent organizational and technical skills; good interpersonal and multi-tasking skills; and ability to work under pressure.

- DUTIES** : Plan, organise, coordinate resources for transport infrastructure construction and maintenance. Develop and monitor the implementation of transport infrastructure policies, norms, and standards. Monitor the overall transport infrastructure budget. Coordinate provincial transport infrastructure construction and maintenance services. Render records management services. The establishment and maintenance of relations with other spheres of govt. private sector and academic institutions. Conduct research on the needs/and or requirements of academic institutions, labour market and operational needs of the department in respect of built and engineering. Manage, monitor, and evaluate compliance of the programme to applicable legislative and regulatory framework. Develop and manage service level agreements related contracts. To strategically provide direction, manage and improve PMO strategy, frameworks and policies align to industry standards, regulatory requirements, and risk management that is fit for Department requirements. To provide oversight and manage the enterprise-wide portfolio of the PMO, which may include a designated team of Programme Mangers, Project Managers, Administrators, Business Analysts, and third-party service providers contracted responsible for execution of various Projects and Programmes of the Department. Collaboration with stakeholders across the Department to drive and ensure successful execution of specific Projects and Programmes and completion within set timelines and budgets approved, while ensuring professional standard of work. Lead by example in living the Department Values and ongoing care and development of the team to stay aligned with best practices fit for the purpose to deliver a positive outcome and success in line with organisation objectives and priorities. Provide ongoing professional guidance, mentoring, coaching, development and on the job training of team and members to ensure excellence and progressing in ongoing improvement of the overall PMO capabilities and execution success.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

OTHER POSTS

- POST 23/185** : **CHIEF ENGINEER: TRAFFIC ENGINEERING SERVICES REF NO: DOT 03/07/2023**
- SALARY** : Grade A: R1 146 540 – R1 308 036 per annum (OSD), all-inclusive annual salary range
- CENTRE** : Head Office-KWT
- REQUIREMENTS** : National Senior Certificate, Bachelor's degree i.e. BSc. / BEng. / BTech (NQF Level 7 as recognized by SAQA) in Civil Engineering. Minimum of 10 years in the Civil Engineering field, six (6) of which should be in the Traffic Engineering sub-field. Registration with the Engineering Council of SA (ECSA) as a Professional Engineer/Technologist or eligible to be registered. A post-graduate degree in Civil Engineering (with specialization in Transport Planning or Traffic Engineering) will be an added advantage. A valid driver's license. Knowledge: Knowledge of traffic engineering principles, protocols and standards. Proven experience, extensive and proven working knowledge of the following: Abnormal load permits, applications and processes Land-use management applications Performance-Based System (PBS) TrafSoft application/software Wind farm processes and procedures and Exposure or

relations to traffic engineering forums and professional bodies. The following will be an added advantage: Departmental service delivery principles Transport Policies and Procedures Government Programmes National Land Transport Strategic Framework (NLTSF) Provincial Land Transport Framework (PLTF) Provincial Freight Strategy National Transport Master Plan (NATMAP2050) Knowledge of the Eastern Cape Roads Act Understanding of Roads and Ribbon Development Act.

DUTIES

: Traffic Engineering: Administer the Eastern Cape Roads Act. Administer the Roads and Ribbon Development Act. Analyse and approve requests for abnormal loads permits. Analyse and provide comments on land-use change applications. Conduct and oversee traffic plus transportation investigations. Conducts traffic counts for roadways and intersections to determine the volume of traffic, where the traffic is going to and from, and the type of traffic on the roadway. Direct and monitor continuously entire traffic engineering, signal plus signs operations. Ensure compliance to all standards. Head responsibility for traffic engineering as well as sub-program needs of division. Instruct and train subordinate engineers, technologists as well as engineering technicians. Participate in meetings as well as provide reports to all Departmental sessions. Participate to plan long and short-term goals, budget, and operations. Plan, design and supervise construction of varied types and aspects of traffic engineering projects. Recommend and provide reports to entire Department on pertinent engineering issues. Recommend traffic safety enhancement projects on basis of respective studies. Record data as well as findings as per standards established by national Department of Transport or various transportation organizations. Represent the Department as liaison with national and state agencies plus public. Reviews plans as well as highway permits as needed by Department. Signal design. Transport/traffic modelling. Freight planning and analysis: Ensure alignment of Provincial policies and strategies with national policies. Ensure linkage with the Strategic Freight Development Corridors Initiative. Update a Provincial Freight Plan. Update existing policies on overload control. Traffic Engineering and Freight planning implementation: Implement policies and regulations for control and elimination of overloading. Oversee progress in the Construction of provincial weighbridges. Ensure that weighbridges are run efficiently and effectively. Establish, Coordinate and Manage the Provincial Freight Logistics Forum. Compile a Freight Databank. Promote intermodalism and other sustainable methods for the carriage of cargo. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risk. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within a cross operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub-directorate objectives within the transport planning engineering environment/services; allocate, control and monitor expenditure according to budget to ensure efficient cash-flow management of the sub-directorate. People Management: Empowering employees to make purposeful contributions, allocating relevant resources and solving problems in an effective way by taking accountability for their time and duty served. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDPs) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/186</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST: TRANSPORT INFRASTRUCTURE DESIGN REF NO: DOT 04/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R831 309 per annum (OSD), all-inclusive annual salary package Head Office-KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Civil Engineering. 6 years' experience post qualification. Registration with ECSA as Professional Technologist. A valid driver's license. Knowledge: Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, National Land Transport Strategic Framework, Provincial Land Transport Strategic Framework, Knowledge of collective bargaining Procurement directives.
<u>DUTIES</u>	:	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. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Controlling of the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and 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. To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/187</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT & MAINTENANCE (REF. DOT05/07/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 per annum (Level 11), (all-inclusive annual salary range) Head Office-KWT National Senior Certificate, National Diploma (NQF Level 6 as recognized by SAQA) in Information Technology (Systems Development), recognized international certification / B. Degree (NQF Level 7 as recognized by SAQA) in Computer Science. A Valid driver's license. 5 years' direct work experience, of which 3 years must be at an Assistant Director level. Proficiency in a variety of programming languages, including SharePoint, ASP.Net, Visual Basic, Microsoft SQL. Excellent understanding of coding methods and best practices. Extensive relational database and operating systems experience with MS SQL. Thorough understanding of platforms such as Microsoft SharePoint, Microsoft DevOps, ASP.Net, MS Dynamic 365, PowerApps. Solid working knowledge of current Internet technologies. Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues. Hands-on experience developing test cases and test plans. Knowledge of applicable data privacy practices and laws. Knowledge: Departmental Strategic Plan. ISS Policies. MISS.
<u>DUTIES</u>	:	Collaborate with developers, programmers, and designers in conceptualizing and development of new software programs and applications. analyse and assess existing business systems and procedures. Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments. Assist in defining software development project plans, including scoping, scheduling, and implementation.

Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts. Liaise with vendors for efficient implementation of new software products or systems and for resolution of any adaptation issues. Recommend, schedule, and perform software improvements and upgrades. Consistently write, translate, and code software programs and applications according to specifications. Write programming scripts to enhance functionality and/or performance of department's applications, as necessary. Design run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging. Administer critical analysis of test results and deliver solutions to problem areas. Generate statistics and write reports for management and/or team members on the status of the programming process. Develop and maintain user manuals and guidelines. Train end users to operate new or modified programs.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/188 : **DEPUTY DIRECTOR: TECHNICAL ADMIN – PROJECT MANAGEMENT AND PROFESSIONAL SERVICES REF NO: DOT 06/07/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), all-inclusive annual salary range
: Head Office-KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Public Administration / Public Management. 3-5 years' relevant experience in the roads infrastructure programme at Assistant Director Level in the. Short-term project management certificate would be an added advantage. A valid driver's license. Knowledge: An understanding of the complete project life cycle from initial planning stages through to completion and records keeping. Contract management experience. A detailed understanding of construction procurement processes. Experience in financial planning and financial management. Knowledge of project risk analysis and risk management. The ability to relate with associated professional fields in a multi-disciplinary team. High-level communication skills (verbal and written). Conflict management, contract dispute resolution and negotiation skills. Problem-solving and analysis skills. Computer proficiency (such as MS Office, MS Projects, etc.). Must be able to work independently, be self-motivated, responsible and reliable.

DUTIES : Rendering of technical support in respect of: (a) tender documentation (b) contract administration: Manage the quarterly performance reporting process, assist in preparing reports to the Government Structures. Manage the rendering of records management services. Manage the development of tender specifications. Coordinate the management of roads related contracts. Manage the development and submission of statutory reports for the Branch. Manage the audit process for the branch. Monitor the overall roads budget: Consolidate in year monitoring financial report. Monitor the expenditure of the programme and consolidate expenditure report. Manage the budgeting process for the branch. Ensure alignment of the budget with the strategic objectives of the branch. Monitor cash flow expenditure for the branch. Manage the financial and performance reporting for the branch. Coordinate Regional roads maintenance services Manage the allocated resource of the directorate: Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Maintain project files containing project progress, reports and submit reports on the progress of Transport Infrastructure programme to monitoring evaluation directorate and other

		departmental directorates. Coordinate transport Infrastructure audit responses (internal and external audits).
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
		e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/189</u>	:	<u>DEPUTY DIRECTOR: PUBLIC TRANSPORT INSPECTORATE SERVICES REF NO: DOT07/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 per annum (Level 11), all-inclusive annual salary range
	:	Head Office-KWT
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA in Transport Economics/Transport Management/Public Administration/Road Traffic and Municipal Police Management/Traffic Safety and Municipal Police Management, 3-5 years' relevant experience in the field at Assistant Director Level in the Road Safety Environment. A Valid driver's license. Traffic Diploma an added advantage. Knowledge: National Land Transport Strategic framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA, Departmental Strategic Planning. Departmental Annual Performance Plan. Stakeholder and customer relationship management principles. Provincial Public Transport Master Plan. Citizen Focus and Responsiveness. Develop others. Applied Strategic Thinking. People Management Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation Skills. Communication and Information management. Presentation. Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Monitor contracts/ service level agreements with public transport operators and service providers: Manage compliance with contractual obligations by public transport operators and service providers. Facilitate and monitor payment of services providers. Monitor operational performance of contracted public transport services. Conduct site inspections. Manage the implementation of land transport services. Facilitate the provision of public transport pounding infrastructure. Manage conflict resolution initiatives. Facilitate and coordinate Public Transport Law Enforcement Operations in the Province. interact with relevant stakeholder regarding cross border operations.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
		e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/190</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT REF NO: DOT 08/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 per annum (Level 11), all-inclusive annual salary range
	:	Head Office-KWT
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognized by SAQA in Development Studies / Social or Community Development / Social Science / Public Administration or Public Management/ Project Management / Public Sector Monitoring and Evaluation / Civil Engineering. 3-5 years' experience in community related project facilitation and implementation at supervisory level. A valid driver's license. Knowledge: Applied Strategic thinking. Applying Technology Budgeting and Financial Management. Communication, Information management. Continuous Improvement. Citizen Focus and Responsiveness. Citizen Focus and Responsiveness. Developing Others Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<u>DUTIES</u>	:	To create work opportunities for the poor and unemployed people using EPWP. Manage implementation of EPWP flagship programmes. Facilitate creation of work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services that contribute towards poverty alleviation at community level. Conduct social facilitation and foster compliance

with the EPWP policies, guidelines, norms, and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors. Facilitate training of EPWP beneficiaries and linkages with enterprise development, development of artisans and labor-intensive initiatives. Manage mainstreaming of the interest groups into EPWP initiatives. Manage distribution of the Hlumisa Development Fund to target beneficiaries. Coordinate expenditure on the EPWP programme. Assess the impact of all EPWP projects. Manage implementation of EPWP projects. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/191 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOT 09/07/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), all-inclusive annual salary range
: Sarah Baartman
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF 7 as recognized by SAQA) in Bcom Finance / Bcom Accounting / Bcompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' relevant experience in the financial management field at Assistant Director Level. A valid driver's license. Knowledge: Public Finance Management Act. Treasury Regulations, Financial Management Principles. Promotion of Access to Information Act. Project management principles. Strategic management principles. Performance management principle. Report writing. Stakeholder and customer relationship management principles.

DUTIES : Management of district accounts according to treasure regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no and Items. Ensure submission to head office for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g., overtime, fuel allowance, subsistence and travelling claims, resettlement, etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly, and annual monitoring of budget to avoid over and under expenditure and also to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department e.g., municipalities:

license fees, Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury head office are met. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/192 : **DEPUTY DIRECTOR (SCM): SYSTEMS MANAGEMENT (LOGIS) REF NO: DOT 10/07/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), all-inclusive annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) in Supply Chain Management / Logistics Management / B. Degree (NQF Level 7 as recognized by SAQA) in B Com / B Compt / Financial Management. 3-5 years' relevant experience in the field at Assistant Director Level in the systems management environment. A Valid Driver's license. Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

DUTIES : Coordinate (synergise), review and execute the bidding process: provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Coordinate, review, and compile the list of prospective providers for quotations: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate, and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the national treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

POST 23/193 : **DEPUTY DIRECTOR: LOGISTICS MANAGEMENT REF NO: DOT 11/07/2023**

SALARY CENTRE : R811 560 – R952 485 per annum (Level 11), all-inclusive annual salary range
: Head Office KWT

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) in Supply Chain Management/Logistics Management / B. Degree (NQF Level 7 as recognized by SAQA) in B Com / B Compt / Financial Management. 3-5 years' relevant experience in the field at Assistant Director level in logistics environment. A valid driver's license. Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<u>DUTIES</u>	:	Ensure procurement of goods and services. Monitor Issuing of orders for goods and services. Monitor the expediting of order. Monitor the stores and transit function. Ensure unqualified audit for orders. Ensure Chief User Workshops are conducted. Analyse Logis generated reports. Ensure reconciliation of the travel & accommodation transaction process to the Department. Verify the correctness of travel booking commitment report. Monitor the maintenance of the Invoice Tracking Tool. Ensure the expediting of invoices. Ensure suppliers are paid within 30 days. Monitor the correctness, completeness and accuracy of the Management Report. Verify the correctness of commitment, accruals and payables report. Reconciliation of the Logis & BAS Commitment report. Develop processes and plans to mitigate negative Audit findings. Manage the allocated resources of the department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/194</u>	:	<u>DEPUTY DIRECTOR (TECHNICAL MECHANICAL): TRANSPORT INFRASTRUCTURE FLEET SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum (Level 11), all-inclusive annual salary range
	:	Joe Gqabi (Ref No: DOT 12/07/2023)
	:	Alfred Nzo (Ref No: DOT 13/07/2023)
	:	Amathole (Ref No: DOT 14/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A Mechanical Engineering National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA). 3-5 years' relevant experience as an Assistant Director Level or Control Technician in the Mechanical Engineering field. A valid driver's license. Knowledge: of project management principles and methodologies. Sound knowledge of government protocols, procurement processes, and regulations. Excellent communication skills both written and verbal. Financial management, problem solving and analytical skills. Computer literacy. Customer focus and responsiveness. Must be able to work independently, be self-motivated, responsible, and reliable. Knowledge of Treasury Regulations, Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	Manage technical services and ensure efficient workshop: Maintain labour productivity by ensuring planned workloads at the workshop. Ensure opening & completion of job cards and ensure accurate recording & filing of job cards. Do regular inspection of all repairs in conjunction with the Chief Artisan. Ensure repairs are done as per the manufacture's specification. Ensure the promotion of safety in line with the statutory and regulatory requirements within the workshop by maintaining a clean and safe working area. Manage administrative and related functions: Manage the assets of the directorate by: Holding regular inspections of tools and equipment registers. Planning for future workshop equipment requirements and specifications under the

guidance of the Chief Engineer Mechanical. Assist with the preparation of specifications by means of obtaining quotations from the suppliers for repairs or spare parts. Ensure the correct usage of government vehicles and equipment. Assist with the motivation for new vehicles. Identify and assist with redundant plant disposal within the Region. Ensure safe keeping of the Directorate's assets as well as make recommendations for the upgrading of the security requirements as and when necessary. Supervise the workshop planning by means of: Ensuring the implementation of preventative maintenance by inspecting vehicle's monthly logs returns as well as maintenance executed at 250 hours or 3 Months intervals, or whichever occurs first. Supervise and inspect the quality and quantity of work done or services rendered by the contractors. People Management: Manage the development and utilization of human resources for the discipline and ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the regional Central Workshop.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/195 : **CONTROL PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION REF NO: DOT 15/07/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R 952 485 per annum (Level 11), all-inclusive annual salary range
Sarah Baartman
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management / Traffic Safety Management / Transport Management. 7-10 years' experience in the Traffic Law enforcement field. 3-5 years relevant experience as a Chief Provincial Inspector. A valid driver's license (code B). No criminal record. Knowledge: Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Driver fitness inspections. Vehicle fitness inspections. Completion of law enforcement documents. Operator fitness inspections. Investigations. Working knowledge of applicable legislations - public transport and traffic environment.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centres management and facilitate the development of and participation in a centre strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Coordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Manage and ensure effective external community communication and liaise with local community police forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedure. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the

Provincial and implement corrective action in problem areas. Regular budget control and management discussions as part of management meeting. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/center.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/196 : **DEPUTY DIRECTOR: DISTRICT TRANSPORT SAFETY REF NO: DOT 16/07/2023**

SALARY CENTRE REQUIREMENTS : R811 560 – R 952 485 per annum (Level 11), all-inclusive annual salary range
Sarah Baartman
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education/ Communication / Project Management / Social Science / Public Relations / Development Studies / Public Management / Public Administration. 3-5 years' relevant experience at Assistant Director level. A valid driver's license (code B). Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programmes and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.

DUTIES : Promote road safety education in schools: Draw a district road safety program informed by the national road safety strategy. Promote mutual beneficiation between the district and local schools. Identify creative ways of promoting road safety education in local schools. Manage implementation of scholar programmes and projects in the district. Monitor and evaluate impact of road safety programs within the district. Manage and monitor the implementation of EPWP activities in scholar programmes. Manage the development of road safety operational plan. Manage procurement of Scholar Programme resource material and equipment. Promote Road Safety Community Outreach road safety programmes and projects: Manage the establishment of community road safety councils in the sub-programme. Monitor and evaluate impact of Community Road Safety Council in the district. Manage and establish partnerships with stakeholders in the promotion of Road safety awareness. Manage the development of road safety community outreach costed project plans. Manage procurement of Community Outreach resource material and equipment. Manage and monitor the implementation of community outreach programmes. Financial Management: Develop and Manage budget of the section. Align budget allocated to the section with the procurement plan. Manage expenditure to ensure alignment with the procurement plan. Participate in district In Year Monitoring exercise on monthly basis. Ensure effective management of the section: Manage all human resource allocated to the section. Influence funding for vacant posts in the section and filling thereof. Manage staff performance of the section. Manage timeously development of workplans and personal development plans for all employees in the sub-programme of the District.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/197 : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS (X3 POSTS)**

SALARY : R811 560 – R952 485 per annum (Level 11), all-inclusive annual salary range

<u>CENTRE</u>	:	Chris Hani District (Komani) (Ref No: DOT 17/07/2023) Amathole (Ref No: DOT 18/07/2023) OR Tambo (Ref No: DOT 19/07/2023) Alfred Nzo (Ref No: DOT 20/07/2023) Joe Gqabi (Ref No: DOT 21/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Developmental Studies / Social Science. 3-5 year's relevant experience at Assistant Director level. A valid driver's license. Knowledge: Constitution, 1996.Public Service Act, 1994 as amended. Public Service Regulations, 2001 as amended. Labour Relations Act. Basic Conditions of Employment Act. White Paper on Transformation of Public Service, 1995.White Paper on the Transformation of Service Delivery (Batho Pele) 1997.Legislative mandate and policies of the Organisation. Working knowledge of stakeholder engagement and inter-governmental relations. Understanding of government policies and planning framework. Excellent computer skills in as far as MS Word, Excel, and PowerPoint presentation, communication (verbal & written) and report writing skills.
<u>DUTIES</u>	:	Monitor and coordinate the implementation and review of intergovernmental activities in the district. Promote and facilitate stakeholder relation/engagement in the district. Develop strategies to support stakeholder engagement and intergovernmental relations in the district. Coordinate facilitation of bilateral agreements between the district and municipalities; and the implementation thereon. Facilitate the development and submission of written reports by different programmes. Responsible for monitoring and evaluation and inter-sectoral relations in the district as a centre of coordination by providing a diagnosis of the district performance trends. Follow up on decisions made by IGR related structures. Responsible for efficient management of the Sub Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/198</u>	:	<u>CHIEF PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT SERVICES (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R527 298 – R617 622 per annum (Level 10), annual salary range Grahamstown (Ref No: DOT 22/07/2023) Graaff-Reinet (Ref No: DOT 23/07/2023) Alfred Nzo (Ref No: DOT 24/07/2023) Aliwal North (Ref No: DOT 25/07/2023) Maclear (Ref No: DOT 26/07/2023) Amathole (Ref No: DOT 27/07/2023) Steynsburg (Ref No: DOT 28/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management / Traffic Safety Management / Transport Management. 7 -10 years' experience in Traffic Law Enforcement. 3 -5 years supervisory experience (SL8) in the field. A valid driver's license (code B). No criminal record. Knowledge: Extensive knowledge of traffic management policies and C. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.
<u>DUTIES</u>	:	Manage and enforce Road Traffic Legislation and other relevant legislations: Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty

and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members' involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/199 : **CHIEF PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION (X7 POSTS)**

SALARY CENTRE : R527 298 – R617 622 per annum (Level 10), Annual salary range
Alfred Nzo (Ref No: DOT 29/07/2023)
Mt Frere/Ntabankulu (Ref No: DOT 30/07/2023)
OR Tambo (Ref No: DOT 31/07/2023)
Sarah Baartman (Ref No: DOT 32/07/2023)
Pakade (Ref No: DOT 33/07/2023)
Joe Gqabi (Ref No: DOT 34/07/2023)
Maclear (Ref No: DOT 35/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) / B. Degree (NQF Level 7 as recognised by SAQA) in Traffic Safety Management / Road Traffic and Municipal Police Management / Traffic Management / LLB / Public Management /Traffic Safety Management / Transport Management. 7 - 10 years' experience in Traffic Law Enforcement Field. 3 -5 years supervisory experience (SL8) in the field. A valid driver's license (code B). No criminal record. Knowledge: Extensive knowledge of traffic management policies and Regulations. Public Service Regulations. National Road Traffic Act, Act 93 of 1996, National Land Transport Act, Act 5 of 2009 Traffic management systems (TRAFMAN, eNatis). Performance Management and Development System.

DUTIES : Manage and enforce Road Traffic Legislation and other relevant legislation: develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty

and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and given evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (cooperative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks. Identify relevant risks. Develop plan to address risk. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/200 : **CHAPLAIN: CHAPLAINCY SERVICES REF NO: DOT 36/07/2023**

SALARY CENTRE REQUIREMENTS : R527 298 – R617 622 per annum (Level 10), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Theology. 3-5 years supervisory experience (Level 7/8) in the environment. A valid driver's license. Knowledge: Counselling. Religious principles and practices. Departmental procurement processes. Budget procedure. Performance management principles. Meeting procedures. Report writing. Diversity Management.

DUTIES : Render spiritual services to Traffic Officers and guidance to employees of the Department of Roads and Transport. Effectively implement pro-active spiritual services programmes within the Traffic Control. Render pro-active spiritual services and pastoral care within Traffic Control. Effectively implement reactive spiritual services programmes within the Traffic Control. Render reactive Spiritual Services pastoral care within Traffic Control. Effectively implement the Employee Assistance Programme within Traffic Control. Organizes worship services in creative and ecumenical ways. Offers religious and spiritual guidance to families of major crashes. Available to serve the families of deceased staff members as required by follow-up guidance. Establishes positive working relationships with all members with the traffic environment and staff from other directorates.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/201</u>	:	<u>ASSISTANT DIRECTOR: ROAD SAFETY EDUCATION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R527 298 – R617 622 per annum (Level 10), annual salary range Chris Hani District (Komani) (Ref No: DOT 37/07/2023) OR Tambo (Ref No: DOT 38/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. (NQF Level 7 as recognized by SAQA) in Education / Communication / Policy Studies / Marketing / Project Management / Public Administration / Public Management. 3 – 5 years' experience at a supervisory level (Level 7/8) in Road Safety Education. A valid driver's license (code B). Knowledge: Managing Interpersonal Conflict and Resolving Problem. Planning and Organising Problem Solving and Decision Making. Project Management. Team Leadership. National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act Public Service Regulations. Public Finance Management Act. Project Management. People Management. Resource Management. Time Management. Report Writing. Research & Development.
<u>DUTIES</u>	:	Co-ordinate Road Safety Education Scholar Intervention to reach learners: Coordinate the development of scholar road safety education operational and project plans. Coordinate the development of a school visitation plan. Liaise with the government departments, entities and municipalities for schools participating in road safety education. Receive and conduct assessments on applications for Road Safety scholar interventions. Coordinate implementation of road safety education scholar projects. Co-ordinate the implementation of EPWP activities in scholar programs. Monitor the implementation of scholar projects. Co-ordinate Road Safety Education Outreach Interventions to reach adults and youth: Coordinate the development of road safety education community outreach operational and project plans. Liaise with the government departments, entities and municipalities for implementation of community-based projects Co-ordinate the implementation of EPWP activities in community outreach projects. Co-ordinate and monitor the implementation of community outreach projects. Financial Management: Monitor expenditure according to budget to ensure efficient cash flow management. Authorize expenditure as per delegations. Co-ordinate the procurement and budgeting process for the sub-programme of the district. Administer human and capital resources: Manage resources allocated to the post-holder and subordinates. Manage performance of staff reporting to the post. Ensure timeously development of work plans and personal development plans for all employees in the sub-programme of the district.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/202</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A/B: IN HOUSE CONSTRUCTION UNIT REF NO: DOT 39/07/2023</u> Construction Site Management
<u>SALARY</u>	:	Grade A: R499 275 - R570 657 per annum (OSD), annual salary range Grade B: R843 486 – R1 197 978 per annum (OSD), all-inclusive annual salary range NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD for Engineering Professions and related occupations.
<u>CENTRE REQUIREMENTS</u>	:	In-House Construction - Makhanda National Senior Certificate, National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Civil Engineering. Valid Registration with ECSA as a Professional Technician is compulsory. A valid driver's license. Knowledge: Project Management. Research and development. Computer Aided computer applications. Technical report writing. Networking. Professional judgement.

<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, technical site activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Controlling of the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and 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. To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/203</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A/B: IN HOUSE CONSTRUCTION - PROFESSIONAL SERVICES REF NO: DOT 40/07/2023</u>
<u>SALARY</u>	:	Grade A: R499 275 - R570 657 per annum (OSD), annual salary range Grade B: R843 486 – R1 197 978 per annum (OSD), all-inclusive annual salary range NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD for Engineering Professions and related occupations.
<u>CENTRE REQUIREMENTS</u>	:	In-House Construction - Makhandla National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Civil Engineering. Valid Registration with ECSA as a Professional Technician is compulsory. A valid driver's license. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.
<u>DUTIES</u>	:	Render technical services: Assist Engineers, Technologists and associates in field, technical site activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Controlling of the information management system. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and 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. To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/204</u>	:	<u>CHIEF ARTISAN FOREMAN GRADE A/ B: CONSTRUCTION MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R434 787 – R497 619 per annum (OSD), annual salary range Grade B: R523 917 – R691 812 per annum (OSD), annual salary range

NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.

<u>CENTRE</u>	:	In-House Construction - Makhandla (Ref No: DOT 41/07/2023) Alfred Nzo (Ref No: DOT 42/07/2023)
<u>REQUIREMENTS</u>	:	Grade 10 with Trade Test Certificate, and Ten (10) years' post qualification experience required as an Artisan Foreman in Carpentry or NQF 4 on supervision of Construction Processes (Civil Foreman) certificate with Ten (10) years' post qualification experience required a Civil Foreman on roads related concrete structures. Knowledge of the PFMA and the OHSA. A valid driver's license. Knowledge Computer-aided technical applications, Knowledge of legal compliance, technical applications, Knowledge of legal compliance, technical report writing, technical consulting, production, process knowledge and skills.
<u>DUTIES</u>	:	Effective supervision of day-to-day activities of the respective section activities, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/205</u>	:	<u>ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: DOT43/07/2023</u>
<u>SALARY</u>	:	R424 104 - R508 692 per annum (Level 09), annual salary range
<u>CENTRE</u>	:	Head Office-KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, B. Degree (NQF level 7) / National Diploma (NQF level 6) in Public Administration / Public Management / Business Management / Economics / Internal Auditing. 3 years' supervisory experience (LEVEL 7/8) in monitoring and evaluation or internal audit environment. Postgraduate Diploma in M&E will be an added advantage. A valid driver's license. Knowledge: Monitoring and Evaluation Process. Reporting frameworks and procedures. Strategic Planning Process. Budgeting Process. Strategic Reporting. Framework for Management of Performance Information. Framework for Strategic and Annual Performance Plans. Public Service Act, 1994. Public Service Regulations. Public Finance Management Act, 1999. Treasury regulations. Data and Report analysis. Upright. Mature and professional conduct. Tactful and diplomatic interpersonal style. Self motivated and success driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy.
<u>DUTIES</u>	:	Provide monitoring services. Develop and strengthen monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational and annual performance plan. Monitor departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Conduct project monitoring and site visits and produce monitoring report. Test of controls analysis. Provide reporting services: Produce monthly, quarterly and annual performance reports. Produce analysis reports on submitted performance reports. Manage the submission of performance reports. Provide results of monitoring and evaluation to influence the strategic plan of the department. Manage the development of reports on the impact of departmental projects, strategies, and policies. Provide evaluation services. Develop and strengthen Evaluation services. Develop an evaluation agenda with timeframes. Develop impact indicator for the project success. Evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with

service standards. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to subordinates based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/206 : **ASSISTANT DIRECTOR: GENDER, YOUTH & DIVERSITY MANAGEMENT**
REF NO: DOT 44/07/2023

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692 per annum (Level 09), annual salary range
: Head Office-KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. (NQF Level 7 as recognized by SAQA) in Social Science / Community Development. 3-5 years' supervisory experience (LEVEL 7/8) in community development programmes / projects. A valid driver's license. Knowledge: Gender equality. Transformation processes. Employment Equity. Basic Conditions of Employment Act, 75 of 1997. Public Service Act, and Regulations. Constitution of South Africa. Public Finance Management Act, 1999. Performance management principles. Project Management. Strategic planning. Annual Performance Plan. Meeting procedures. Report writing.

DUTIES : Ensure the implementation of National and Provincial Gender Policy Framework development and implementation of departmental Gender Policy. Co-ordinate departments reports on National, Provincial commitments. Monitor and review departmental business plans, policies, projects, programmes and formulated legislations for gender consideration and progress on gender equality. Annual and quarterly reports on gender mainstreaming ensuring collection and analysis of gender desegregated data and forwarded to OSW (Provincially). Monitor EEA, AA and ensure gender sensitivity in the department. Ensure that training in the department takes gender into account. Establish links and work liaison with civil society in promotion of gender equality and Batho Pele values. Ensure the co-ordination of gender institutionalized days in the department and participation by the department Provincially, Nationally and Internationally. Monitor and review departmental budget for gender integration. Establish and work (liaise) with civil society in promotion of gender equality and Batho Pele.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/207 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS**
(EXECUTIVE SUPPORT SERVICES) REF NO: DOT 45/07/2023

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692per annum (Level 09), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Political Sciences / Development Studies / Public Administration / Public Management. A post-graduate qualification in the above fields will be an added advantage. 3-5 years' experience in policy development and stakeholder engagement/ management at a supervisory position/role (Level 7/8). A valid driver's license. Knowledge: Extensive knowledge in intergovernmental relations, the functioning of the government cluster system, as well as coordination of inter-sectoral stakeholders around government programmes. Understanding of Public Service Prescripts:

Legislative frameworks of government, Batho Pele Principles, strategic planning processes, programme and project management and stakeholder liaison. Relevant legislation, policies and prescripts in Intergovernmental Relations, Cooperative governance, Policy analysis and development. Ability to develop and apply policies. Knowledge of global regional and local political, economic, and social affairs impacting on Department of Transport. Knowledge of Intergovernmental relations, planning cycles within government. Political awareness, and ability to manage political dynamics. Ability to interpret and apply policies, strategies, and legislation. Planning, organizing, and controlling skills, basic research, and analysis skills. Basic knowledge of problem solving and analysis. Good etiquette, interpersonal skills, and good telephone etiquette. Excellent writing skills, good communicator. Ability to communicate fluently in English and isiXhosa verbally and in writing. Advanced Computer literacy skills in Microsoft Office Suite, Electronic Records Management. Ability to cope under pressure. Ability and flexibility in working beyond normal working hours voluntarily. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Client orientation and customer focus. Self-starter, able to take initiative, can work without supervision, innovative and can begin projects independently, motivated, accountable, and ethical conduct. Professionally, Accountable and with Credibility.

DUTIES : Assisting the planning and coordination of the district and provincial IGR functions towards sound operation of the Intergovernmental Relations and Governance in the department. Assisting in facilitation of the development, revision and implementation of an Intergovernmental Relations Strategy and plan. Ensure the mapping and improvement of standards, policies, organizational processes, and procedures that encourage Public Participation and Inclusive Governance. Development and redefining Terms of Reference (TOR) of all Departmental IGR Working Groups. Coordination of appointments of IGR working group members and convenors. Participation in relevant provincial intergovernmental relations structures. Coordinating and providing technical support and monitor the functioning of district and programme working groups Facilitating capacity building initiatives and knowledge sharing sessions for officials and councillors dealing with Governance and Intergovernmental Relations. Coordinating timeous responses to enquiries and submissions for oversight structures such as parliament, the portfolio committee, EXCO etc. Coordination of EC-DOT cluster participation and reporting. Coordination of meetings, agenda, and other logistics in support of the Technical Transport forum, and the TRANSMEC. Supporting and coordinating inter-sectoral and intergovernmental cooperation to enhance Integrated Planning and Service delivery. Coordinating and organisation of outreach programmes to evaluate and provide oversight to service delivery initiatives. Coordinating of District IGR Fora calendars and activities to ensure integrated planning between provincial departments, districts and all local municipalities. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality / quantity and timeliness.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/208 : **ASSISTANT DIRECTOR: BUSINESS PERFORMANCE (EXECUTIVE SUPPORT SERVICES) REF NO: DOT46/07/2023**

SALAY : R424 104 - R508 692 per annum (Level 09), annual salary range
CENTRE : Head Office KWT
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Business Management / Business Administration / Operations Management / Strategic Management / Monitoring and Evaluation / Commerce / Information Systems. A post-graduate qualification in the above fields will be an added advantage. 3-5 years' experience in Business Performance analysis or Monitoring and Evaluation at a supervisory position/ role (Level 7/8). A valid driver's license. Knowledge: Extensive knowledge in forecasting and measurement, operations management, and quality control. Understanding of Public Service Prescripts:

Legislative frameworks of government, Batho Pele Principles, strategic planning processes, programme and project management and stakeholder liaison. Ability to develop and apply policies. Understanding of the Operations Management Framework: Public Service Charter, Batho Pele Principles, National knowledge management strategy framework, Government services access and improvement, Public Service Innovation. Knowledge of public entity governance processes and procedures: Knowledge of the King (i, ii, iii & iv) reports and codes on good governance principles. Knowledge of strategic planning, budgeting, and financial management. Knowledge of project management and research methodology. Knowledge of integrated reporting, monitoring, and evaluation systems. Basic knowledge of problem solving and analysis. Good etiquette, interpersonal skills, and good telephone etiquette. Excellent writing skills, good communicator. Ability to communicate fluently in English and isiXhosa verbally and in writing. Advanced Computer literacy skills in Microsoft Office Suite, Electronic Records Management. Ability to cope under pressure. Ability and flexibility in working beyond normal working hours voluntarily. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Client orientation and customer focus. Self-starter, able to take initiative, can work without supervision, innovative and can begin projects independently, motivated, accountable, and ethical conduct. Professionally, Accountable and with Credibility.

DUTIES : Development of a province-wide Integrated Institutional Performance Management Framework and Implementation Framework. Monthly, Quarterly, and Annual reporting of departmental performance. Development, analysis, and evaluation of Departmental key performance indicators. Maintenance of the Departmental Reporting dashboard. Ensuring the mapping and improvement of standards, policies, organizational processes, and procedures that encourage Integrated Institutional Performance Management and Corporate Governance. Management and developing norms and standard for departmental operations performance management. Review departmental planning, monitoring, and evaluation outputs, and ensure alignment with strategy and medium-term plans and objectives. Provide Institutional Performance and Total Quality Management reports to executive structures. Co-ordinate the performance agreements/ assessments and financial disclosures with regard to SMS members reporting to the HOD. Coordinate and facilitate submission of service delivery reports to enable oversight. Knowledge management practices. Development and redefining of Terms of Reference (TOR) for all Departmental Corporate Governance Working Groups. Coordinate appointments of working group members and convenors. Develop plans, and report on progress and quality assurance of key priority projects. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality / quantity and timeliness.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/209 : **ASSISTANT DIRECTOR: SOCIAL FACILITATION REF NO: DOT 47/07/2023**

SALARY : R424 104 - R508 692 per annum (Level 09), annual salary range
CENTRE : Head Office KWT
REQUIREMENTS : National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management. 3-5 years' experience in the environment at supervisory level (LEVEL 7/8). A Valid Driver's License. Knowledge: Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.

DUTIES : Coordination Social Facilitation Services: Assist in the development of Social Facilitation framework. Facilitate the introduction of Departmental projects to all the relevant stake holders. Facilitate the establishment of Project Steering

Committee (PSC) structures. Facilitate the process of appointment of Community Liaison Officer (CLO) and record keeping. Facilitate the introduction of PSC members and CLO's to the relevant stake holders. Attend monthly meetings and perform secretarial duties. Assist in the development of local skills database and updating thereof. Facilitate the process of training of all PSC Members in skills of conducting meetings. Monitor formation of a labour desk. Coordinate Stakeholder Management Services: Manage and encourage maintenance of stakeholder management relations. Manage adherence and compliance to Government Policies. Monitor the implementation of community-based programmes, such as: Training, EPWP, Emerging contractor development. Manage the monitoring and evaluation services including progress measurement. Conduct planning around stakeholder relations. Manage process of communication amongst stakeholders. Facilitate acquisition of land for project development. Manage The Allocated Resources Of The Directorate In Line With Legislative And Departmental Policy Directives And Comply With Corporate Governance And Planning Imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/210 : **ASSISTANT DIRECTOR: TECHNICAL ADMINISTRATION & COMPLIANCE SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R424 104 - R508 692 per annum (Level 09), annual salary range
: Head Office (Ref No: DOT 48/07/2023)
: Sarah Baartman (Ref No: DOT 49/07/2023)

REQUIREMENTS : National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) as recognized by SAQA in Public Administration / Public Management. 3-5 years' experience in Transport infrastructure related field at supervisory level (Level 7/8). A valid driver's license. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.

DUTIES : Provide Administrative support services: Monitor the implementation of road policies, norms and standards. Ensure compliance to PFMA, OHS and other applicable Acts/Regulations. Coordinate and compile Transport Infrastructure performance reports. Manage admin staff on Transport Infrastructure programme. Provide financial and procurement support services: Render technical support in provision of effective contract management. Provide effective client services: Maintain public complaints database. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Office of the DRE. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/211</u>	:	<u>ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: DOT 50/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R508 692per annum (Level 09), annual salary range Head Office KWT National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management. 3-5 years' experience in Project Management field at supervisory level (LEVEL 7/8). A valid driver's license. Knowledge: Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Transport infrastructure protocols.
<u>DUTIES</u>	:	Project management and professional services: Plan, organise, coordinate resources for transport infrastructure construction and maintenance. Develop and monitor the implementation of transport infrastructure policies, norms, and standards. Monitor the overall transport infrastructure budget. Monitor the roads maintenance management system. Coordinate provincial transport infrastructure construction and maintenance services. Render records management services. Ensure compliance with environmental and land legislation.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/212</u>	:	<u>ASSISTANT DIRECTOR: MARITIME SERVICES REF NO: DOT 51/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R508 692 per annum (Level 09), annual salary range Head Office-KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Maritime Studies, Maritime Law, Transport Economics, Transport Management, Public Administration. 3-5 years supervisory experience (Level 7/8) in the maritime industry. A valid driver's license. Knowledge: Maritime legislation and other related policies. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.
<u>DUTIES</u>	:	Facilitate economic growth through: Monitor framework on economic participation of historically disadvantaged individuals in the maritime industry. Support in the Facilitation of the implementation of Maritime BBBEE for the province and development of a programme of action thereof. Promotion of the maritime industry: Promote careers in Maritime through awareness campaigns and promotion programmes, conducting of maritime awareness campaigns. Support in facilitation of identifying and establishing of stakeholder programs to enhance the development of maritime transport industry. Assist in the coordination and facilitation of maritime activities. Assist in the coordination of the Provincial Maritime Clusters. Establish and assist in managing the database of all maritime stakeholders. Assist in liaising with maritime stakeholders. Participate in the process of implementing policy proposals to improve job creation in maritime sector: Assist in the Implementation of the developed Maritime Policies. Review the skills development strategy. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives / Coordinate the activities of the sub directorate and

render general administrative support: Provide guidance and adequate support to staff and agree on the training needs. Assist with Managing the work quality and performance of staff. Provide input into the strategic and annual reports of the sub-Directorate. Provide support in compilation of strategic, annual performance plan, quarter reports and annual reports of the Sub-directorate. Provide support with compiling the sub- Directorate budget. Assist with the management of assets of the Sub-directorate. Assist with HR Specific issues in the sub directorate. Assist with Responses to maritime transport development queries. Assist supervisor with Preparing responses and presentations. Prepare responses and presentations. Recruit staff of the sub-directorate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of sub-directorate, junior employees /subordinates.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/213 : **ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER REF NO: DOT 52/07/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692 per annum (Level 09), annual salary range
: Bhisho Airport
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Disaster and Safety Management. 3-5 years' supervisory experience (Level 7/8) in Airport Safety Management. A valid driver's license. Knowledge: Civil Aviation Regulation Part 110, Cargo Regulation Part 108, Occupational Health and Safety. Public Service Regulations

DUTIES : Implement airport safety Standards as per CAA requirements: Conduct safety inspections. Recommend safety interventions. Evaluate effectiveness of implemented safety measures and recommend areas for improvement. Communicate with stakeholders and tenants around implementation of safety measures. Ensure good balance between business objectives and safety objectives: Develop and update annually safety program. Develop safety standard operating procedures for tenants. Conduct safety workshops with stakeholders and business fraternity. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/214 : **ASSISTANT DIRECTOR: (PROGRAM SUPPORT/ GENERAL ADMINISTRATION)**

SALARY CENTRE : R424 104 - R508 692 per annum (Level 09), annual salary range
: Head Office- Transport Operations (Ref No: DOT 53/07/2023)
: Transport Regulation (Ref No: DOT 54/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7) as recognized by SAQA) in Disaster and Safety Management. Public Administration. 3-5 years supervisory experience (SL 7/8) in Airport Safety Management. A valid driver's license. Knowledge: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations. Public Finance Management Act, 1999. Treasury Regulations. Upright, mature and professional conduct. Tactful and diplomatic interpersonal style. Self-motivated and success driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy.

DUTIES : Coordinate and guide the planning process for the Chief Directorate. Analyse reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Guide Chief Directorate planning sessions to ensure that issues raised in the Executive Council and in MINMEC are incorporated. Facilitate tabling and discussion of Directorate operational plans and integration of them into a Chief Directorate operational plan. Ensure that Chief Directorate plans are guided by statistical evidence from research conducted by various organs of the state. Coordinate and guide the Chief Directorate budgeting process and financial reporting. Facilitate identification of Chief Directorate priorities for the MTEF. Assist directorates to develop zero-based budgets that are aligned to the Chief Directorate's priorities. Ensure that projects identified in the member of executive council (MEC) policy speech are accommodated in the departmental budget. Ensure effective management of grants and donations. Coordinate the development of documents going to the provincial treasurer. Consolidate the budget of the Chief Directorate for submission to the Budget Office. Prepare In-year Monitoring report for the Chief Directorate. Monitor Chief Directorate spending pattern to curb under and overspending. Coordinate submission of information requested by the Auditor General. Coordinate implementation of monitoring, evaluation and reporting services. Coordinate the uploading of Chief Directorate information to the MPAT reporting template. Quality-check all reports going out of the Chief Directorate. Ensure timely reporting by the branch. Study reports coming from departmental M&E and facilitate implementation of recommendations. Represent the office of the Chief Director in strategic meetings when a need arises. Manage the allocated resources of the Office of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/215 : **ASSISTANT DIRECTOR: CIVIL AVIATION COMPLIANCE REF NO: DOT 55/07/2023**

SALARY CENTRE : R424 104 - R508 692 per annum (Level 09), annual salary range
: Head Office-KWT

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. (NQF Level 7 as recognized by SAQA) in Disaster and Safety Management. Public Administration. 3-5 years' supervisory experience (Level 7/8) in Airport Safety Management. A valid driver's license. Knowledge: Applicable legislation,

		<p>policies and prescripts that apply to safety compliance administration at Airport, Civil Aviation Regulation Part 110, Cargo Regulation Part 108, Occupational Health and Safety. Public Service Regulations.</p>
<u>DUTIES</u>	:	<p>Provide Compliance Management reports and monitor compliance assessments to all Provincial Airports. Conduct compliance inspections and audits for the subprogramme. Implement airport safety Standards as per CAA requirements: Recommend safety interventions. Evaluate effectiveness of implemented safety measures and recommend areas for improvement. Communicate with stakeholders and tenants around implementation of safety measures. Ensure good balance between business objectives and safety objectives: Develop and update annually safety program. Develop safety standard operating procedures for tenants. Manage provision of safety, fire, security, and maintenance services within the environment. Conduct safety workshops with stakeholders and business fraternity. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely performance assessments of all subordinates.</p>
<u>ENQUIRIES</u>	:	<p>can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504</p>
<u>NOTE</u>	:	<p>e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.</p>
<u>POST 23/216</u>	:	<u>ASSISTANT DIRECTOR: CIVIL AVIATION REF NO: DOT 56/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R424 104 - R508 692 per annum (Level 09), annual salary range Mthatha Airport</p>
	:	<p>An appropriate undergraduate qualification (NQF Level 6) in Civil Aviation / Public Administration / Financial Management. 3-5 years supervisory experience (Level 7/8) in Civil Aviation. A valid driver's licence. Knowledge: Civil Aviation Act. Civil Aviation Regulations. White paper on Civil Aviation. National key Points. Public Service Regulations. Public Service Act.</p>
<u>DUTIES</u>	:	<p>Provide administrative support to Mthatha and Bhisho airports. Facilitate filling of critical vacant funded posts to ensure smooth running of the airport. Attend to challenges that need head office intervention emanating from airport inspections. Coordinate the development of contracts with airlines and other airport tenants. Coordinate financial reporting to ensure effective management of the budget allocated airports. Support initiatives that seek to ensure that airport remain compliant with the South African civil aviation regulations. Coordinate the updating of manuals and procedures to ensure that they are compliant with regulations. Provide technical support to Mthatha and Bhisho airports. Guide airport infrastructure inspections to ensure compliance with regulations. Advise airport staff on any safety and security requirements to meet the required standards. Assist the airport manager to draw technical specifications for procurement of high technology equipment needed for smooth running of the airport (fire engines etc). Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.</p>

- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
- POST 23/217** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DOT 57/07/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 - R508 692 per annum (Level 09), annual salary range
: Head Office: KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF level 7 as recognized by SAQA) in SCM & Production Management / Logistics Management, Accounting / Cost & Management Accounting / Financial Management / Purchasing / Procurement. 3-5 years' supervisory experience (LEVEL 7/8) in the environment. A valid driver's license. Knowledge: Asset management framework. Asset management policy. Asset administration/ Asset register. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Strategic planning. Public Service Act, 1994. Performance management principles. Meeting procedures. Report writing.
- DUTIES** : Development of asset management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of assets: Ensure that assets are recorded in the asset register and bar coded before they live office stores. Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in BAS. Plan and implement asset verifications on quarterly basis. Make a follow up on unverified assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Financial Management: Management of funds to meet the MTEF objectives of the sub-directorate. Manage the commercial value add of the directorate operations. Participate in the in-year monitoring process. People management: Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Governance: Provides leadership, organises and administers the work effort of assigned sub-directorates. Perform all delegated responsibilities linked to the portfolio of Manager.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
- POST 23/218** : **ASSISTANT DIRECTOR: PRE- AUDIT (CONSTRUCTION UNIT) REF NO: DOT 58/07/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 - R508 692 per annum (Level 09), annual salary range
: In-House Construction – Graaff Reinet
: National Senior Certificate, National Diploma (NQF Level 6) / B (NQF Level 7 as recognized by SAQA) in Internal Audit / Accounting / Financial Management / Supply Chain Management. Valid Driver's license. Two (2) years functional experience in Pre-Audit/ SCM & Financial Compliance environment. 1-2-year's supervisory experience (SL7/8) in Pre-Audit environment. Knowledge: Internal Audit Manual and Methodology. Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Conflict Management Treasury Regulations. Relations Act (LRA) Auditor General Processes and Procedures. Promotion of Access to Information Act (PAIA). Skills: Communication. Coordinating. Audit Techniques. Risk Assessment. Negotiation. Presentation. Problem Solving. Planning and organizing. Policy analysis and Development. Computer Literacy. Management. Interpersonal. Report Writing. Analytical.

- DUTIES** : Facilitate audit engagement planning. Facilitate the review of controls on systems, assets and operations Coordinate the evaluation of reliability and integrity of financial information. Coordinate the provision of three-year rolling plan and implement it. Manage resources (Human, Financial, Equipment / Assets) in the section.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
- POST 23/219** : **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT AND DEBTORS (X2 POSTS)**
- SALARY CENTRE** : R424 104 - R508 692 per annum (Level 09), annual salary range
Amathole (Ref.DOT 59/07/2023)
Alfred Nzo (Ref.DOT 60/07/2023)
- REQUIREMENTS** : National Senior Certificate. National Diploma (NQF Level 6) / B Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' experience in financial management field of which 3 years must be at a supervisory level (LEVEL 7/8). A valid driver's license. Knowledge: Public Finance Management Act, 1999. Treasury Regulations. Provincial Treasury Directives. Basic Accounting Systems (BAS). Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Public Finance Management Act, 1999. Provincial Treasury Directives. Basic Accounting Systems (BAS).
- DUTIES** : Conduct reconciliation of accounts. Ensure proof of payment is sent every month to suppliers (Vodacom, MTN, machines & municipalities.) Ensure that statements are received to check paid and unpaid accounts. To keep track of outstanding accounts. Ensure reporting for expenditure is done. To ensure that all invoices are paid up. Manage financial losses and claims. Consolidate report for fruitless expenditure. Consolidate register for all outstanding payments. Ensure and scrutinize that payments are signed and banking details are corresponded to service providers. Ensure that claims are correct Management of creditors. Ensure that all payments are captured on BAS. Produce BAS report and analyses payment information. Print payment stubs from BAS. Ensure proper keeping of payment records. Verify correctness of supporting document before approving any payments. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. The processing of staff salary matters. Perform reconciliation on salary accounts. Authorize payment of S&T claims, overtime and camping allowance. Verify garnishee orders and authorize their implementation. Manage the payroll. Co-ordinate appointment of payroll matters. Ensure proper management of salary files. Authorize leave without pay on the persal system as well as new appointments. Ensure that there are no outstanding transactions in PERSAL.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.

POST 23/220 : **ASSISTANT DIRECTOR: CENTRE FOR TECHNICAL DEVELOPMENT (CTD) REF NO: DOT 61/07/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692 per annum (Level 09), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B Degree (NQF Level 7 as recognized by SAQA) in Management of Training / Human Resource Management. 3-5 years' supervisory experience (SL7/8) in the environment. A valid driver's license. Knowledge: Public Financial Management Act (PFMA), Public Service Act (PSA), Public Service Regulations (PSR), Human Resource Development Policies, Skills Development Act, Labour Relations Act, Project Management, Diversity Management, Basic Conditions of Employment Act. Skills: People Management, Problem Solving, Presentation, Planning and Organizing, Policy analysis and Development, Communication, Negotiation, Computer Literacy, Report Writing.

DUTIES : Coordinate the implementation of training and development programmes. Facilitate the provisioning of learning programs (Functional /operational and generic). Coordinate Workplace skills programs (WSP). Facilitate the compilation of updating of training manuals. Manage resources (Human, Finance, Equipment/Assets) in the Sub-Directorate.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/221 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REVENUE & DEBT (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692 per annum (Level 09), annual salary range
: OR Tambo District (per annum Ref No: DOT 62/07/2023)
: Alfred Nzo (Ref No: DOT 63/07/2023)
: National Senior Certificate. National Diploma/B. Degree in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' experience in financial management field of which 3 years must be at a supervisory level (Level 7/8). A valid driver's license. Knowledge of transversal systems like PERSAL, Sage & ARCHIBUS will be an added advantage. Extensive knowledge and understanding of PFMA, Treasury Regulations, GRAP and modified cash accounting frameworks. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced MS Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meeting deadlines and strong negotiation skills.

DUTIES : Consolidate financial statement inputs for the Region and submit to Head Office; Provide monthly reporting to Management and H/O; Co-ordinate audit processes for the Region; Ensure processing of invoices within 30 days; Management of all Debtors accounts and clearing of suspense accounts; Maintain accounts payable (creditors), accounts receivable (debtors) and payroll; Ensure validity of all transactions on Sage; Reconciliation of business systems. Supervision and development of all staff in the component. Ensure implementation of internal controls and financial policies and procedures. Ensure effective utilization of the department's resources. Ensure implementation of audit recommendations. Provide support and financial advice to line managers. Ensure successful implementation of PMDS for the unit. Provide overall support to management and line function. Ensure effective communication with all stakeholders for the Department which includes internal and external clients. Identify shortcomings and training needs for the unit.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

<u>POST 23/222</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 - R508 692 per annum (Level 09), annual salary range Sarah Baartman (Ref No: DOT 64/07/2023) OR Tambo (Ref No: DOT 65/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Human Resource/ Organisational Development/ Public Management / Public Administration/ Industrial Psychology/ Labour Relations/ Human Resource Development/ Social Work/Social Science. 3-5 years' supervisory experience in the HR environment (Level 7/8). A valid driver's license. Knowledge: Public Service Code of Conduct. Grievance procedure. Planning and organizing. Report writing. Excellent interpersonal skills. Wellness policies and the effective execution thereon. Knowledge of therapeutic approaches appropriate to employee counselling. In depth knowledge of EAP matters such as trauma debriefing, employee assessment and referral procedures. Conflict Management, Presentation, working in a team.
<u>DUTIES</u>	:	Provide an impartial management of disciplinary cases. Provide technical support in the management of dispute resolution and grievance process. Coordinate, monitor and manage EAP and OHS services in the district. Implementation of EAP policy and related programmes. Implementation of SHE programmes. Provide leadership in the management of PMDS services by providing support to the District Manager. Implementation of HIV/AIDS and other related programmes. Management of allocated resources of the section. can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>ENQUIRIES</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/223</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT & SERVICE DELIVERY IMPROVEMENT REF NO: DOT 66/07/2023</u>
<u>SALARY CENTRE</u>	:	R424 104 - R508 692 per annum (Level 09), annual salary range
<u>REQUIREMENTS</u>	:	Head Office KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Organisational Development / Public Management / Public Administration / Industrial Psychology. 3-5 years' supervisory experience (LEVEL 7/8) in the Organizational Development environment. A valid driver's license. Knowledge: Change management principles. Departmental service delivery principles. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Change Management. Diversity Management. Business Process Modelling. Strategic Planning as an OD Intervention. Team Building as an OD Intervention. Asset management procedures.
<u>DUTIES</u>	:	Support implementation of change management initiatives: Coordinate implementation of change management programs. Facilitate change management awareness sessions. Assist the development of change management best practice policies, processes and procedures and ensure alignment to the departmental aims and objectives. Assist in the identification of resistance and performance gap and assist with the development and facilitate implementation of corrective actions. Facilitate implementation of change management by ensuring all necessary interventions such as organisation behavioural and cultural issues are outlined and implemented throughout the Department. Assist in reviewal of change management strategies and plans that assist in maximizing employee adoption. Assess and classify the impact of the process change on stakeholders and identify people readiness intervention. Render support and coaching to supervisors as they assist subordinates through organisational transitions. Conduct business process mapping and standard operating procedures: Identify and prioritise

processes to be mapped. Conduct business process analysis. Conduct business process mapping. Develop Standards Operating Procedures for the department. Ensure continuous update of Process Inventory. Coordinate Batho Pele programmes: Assist in development of departmental Service Delivery Charter. Facilitate publication of departmental Service Delivery Charter in all key service areas. Assist in the development of departmental Service Standards by business Units. Implement identified projects towards Batho Pele revitalization strategy. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/224 : **ASSISTANT DIRECTOR: PRE-AUDIT SERVICES (X6 POSTS)**

SALARY CENTRE : R424 104 - R508 692 per annum (Level 09), annual salary range
: Sarah Baartman (Ref No: DOT 67/09/2023)
Amathole (Ref No: DOT 68/07/2023)
Chris Hani (Ref No: DOT 69/07/2023)
OR Tambo (Ref No: DOT 70/07/2023)
Alfred Nzo (Ref No: DOT 71/07/2023)
Joe Gqabi (Ref No: DOT 72/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' experience in pre-audit environment at a supervisory level (LEVEL 7/8). A valid driver's license. Knowledge: Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.

DUTIES : Render control, compliance, and expenditure pre-audit services: Ensure manual verification of all orders before services is rendered and issues Pre-Audit certificate. Ensure manual verification of payment vouchers before payment is effected on BAS. Ensure manual verification of payments vouchers before payment is effected on PERSAL. Ensure verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Development or review of internal control framework. Development or review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage audit intervention plan: Audit Intervention Plan developed. Report Audit Intervention Plan to Provincial Treasury monthly. Ensure co-ordination of Control Self-Assessment: Report the outcomes of control Assessment Self-Assessment. Effective management of Pre-Audit unit: Prepare quarterly reports on the performance of Pre-Audit unit. Ensure that Pre-Audit budget is managed and variation between projections and expenditure is explained. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and

		to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>ENQUIRIES</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/225</u>	:	<u>ASSISTANT DIRECTOR: ASSET, LOGISTICS & DISPOSAL MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 - R508 692 per annum (Level 09), annual salary range
	:	OR Tambo District (Ref No: DOT 73/07/2023)
	:	Alfred Nzo (Ref No: DOT 74/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Asset Management / Accounting / Public Management / Public Administration / Commerce / Purchasing. 3-5 years' experience in the field, of which 3 years should be at a supervisory level (LEVEL 7/8). A valid driver's license. Knowledge: Extensive knowledge of the PFMA Act, Treasury Regulations and Prescripts on Supply Chain Management, PPPFA Prescripts, Construction Industry Development Board [CIDB] Act and Prescripts. SCM, Management Information Reporting, understanding of Asset Management principles. Strong report writing skills and presentations. Ability to meet strict deadlines. Analytical and innovative skills. Must be work focused, self-driven, goal oriented, excellent planning, and organizing, advanced communication (written and verbal). Project Management, human resource, and financial management skills. Asset management framework. Asset management policy. Asset administration. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Budget procedure. Annual Performance Plan. Strategic planning. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Performance management principles.
<u>DUTIES</u>	:	Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar-coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing of disposal of assets to NGO's or other relevant organizations in the district. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed. Consolidate asset register for the district. Performance of stock taking: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Implementation of policies to minimise risk of losses: Ensure that all stock items are reported and follow up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.

POST 23/226 : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT SERVICES (X3 POSTS)**

SALARY CENTRE : R424 104 - R508 692 per annum (Level 09), annual salary range
: Chris Hani District (Komani) (Ref No: DOT 75/07/2023)
OR Tambo (Ref No: DOT 76/07/2023)
Amathole (Ref No: DOT 77/07/2023)

REQUIREMENTS : A Grade12 certificate with B. Degree (NQF Level 7 as recognized by SAQA) / National Diploma (NQF Level 6 as recognized by SAQA) in Supply Chain Management / Purchasing / Logistics. 3-5 years' experience at supervisory level in SCM demand management and acquisitions (LEVEL 7/8). A valid drivers' licence. Knowledge: Supply chain management Practice notes. National Treasury Regulations. National Archives Act. Annual Performance Plan. Public Service Act, 1994. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Treasury Regulations. Performance management principles.

DUTIES : Manage Compilation of the District Procurement Plan: Receive template from H/O. Ensure all section populate their funds according to procurement plans. Consolidate district procurement plans and submit to Head Office. Monitor district procurement plans. Manage efficient Implementation of district tendering process: Analyse the need according to the procurement plan of the section. Ensure that the specification is correct. Ensure all required documents are available. Ensure sections do receive documents, with the recommended supplier. Provide provisioning of secretarial services to the bids committee. Facilitate the administration of bids and evaluation. Monitor district tendering process. Management of efficient purchasing of district goods & services: Monitor purchasing of district goods and services. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/227 : **ASSISTANT DIRECTOR OHS: TECHNICAL & COMPLIANCE SUPPORT SERVICES REF NO: DOT 78/07/2023**

SALARY CENTRE : R424 104 - R508 692 per annum (Level 09), annual salary range
: Sarah Baartman

REQUIREMENTS : Matric, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Safety Management/ B. Tech (Building, CM, QS, Arch, Civil, Elec, Mech) / SAMTRAC, ASHEPP, HIRA. 3-5 years' experience safety environment. Registration with SACPCMP as a Professional Construction Health and Safety Agent. A Valid Driver's License. Knowledge: Basic Principles in Occupational Hygiene. Safety Management. Policies and Procedures. Occupational Health & Safety. National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Procurement directives. Knowledge of Risk Assessment.

DUTIES : Ensure management of Construction Health and Safety (CHS) issues: Liaise with Departmental staff to plan CHS interventions. Ensure that Departmental and Outsourced projects are carried out in accordance with the OHS Act and Regulations. Oversee the actions of the appointed CHS agents. Arrange training programmes on the Act and Regulations for the various facets of the Department. Keep records of all CHS work both by appointed OHS Agents and internally. Render site inspection services: Conduct audits, site inspections.

Attend to site meetings. Resolve issues that could negatively affect contracts and projects. Plan and design phases of the projects. Manage district PPE requirements. Conduct camp and workshop inspections. Manage road safety audits: Conduct road safety audits. Deal with road signs complaints relating to road safety. Complete a Road Safety Audit report which includes Sight distance measurements (access and overtaking), Quality of road signs and road markings, Vehicle speeds, Engineering challenges. Implement and manage bush clearing. Control the district fencing obligations. Deal with complaints from schools relating to Road safety. Conduct black spot investigations. Manage OHS issues: Investigate OHS incidents and accidents. Evaluation of safety files. Ensure all mining and OHS agreements (37.2) are signed to ensure legal compliance. Approve mining safe operation procedures (SOP) before contractor can start mining. Conduct mine inspection and audits. Noise monitoring. Perform OHS audits. Approve contractors OHS plan. Assist contractor with method statements, risk assessments, and safe work procedures. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/228 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT SERVICES (BUSINESS INTELLIGENCE) REF NO: DOT 79/07/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R508 692 per annum (Level 09), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Information Systems. 3-5 years' supervisory experience in the Business Intelligence environment (LEVEL 7/8). MS PowerBI Certification will be an added advantage. A Valid Driver's License. Comprehensive data warehouse analysis and design experience, with full knowledge of data warehouse methodologies and data modelling. Experience with tier-one applications, databases, and data warehouses, such as MS SQL Server, Crystal, and so on. Expertise in Business Objects tools, such as Scheduler, Designer and Data Integrator, Demonstrated ability with ETL tools. Strong ability to analyze user requirements and build front-end BI applications according to specifications. Knowledge of VB, ASP.Net scripting language. Strong understanding of relational database structures, theories, principles, and practices. Full project management and development life cycle experience. Experience with database design applications, including SharePoint. Experience with data processing flowcharting techniques. Strong understanding of the organization's goals and objectives. Good knowledge of applicable data privacy Knowledge: Direct, organize, and lead projects in the implementation and use of new BI software tools and systems. Lead the integration efforts for merging BI platforms with enterprise systems and applications. Design, code, test, and document all new or modified BI systems, applications, and programs. Develop the semantic layer, metadata, reports, and report definitions. Develop graphs and portal interfaces. Assist in the design of databases and data warehouses to ensure interoperability with BI solutions. Analyze user requirements based on findings, design functional specifications for BI front-end applications. Produce ETL design guidelines to ensure a manageable ETL infrastructure for the BI system. Work with project managers to ensure that data entry, retrieval, change, and delete functions

		meet business requirements for project completion. Conduct job duties and responsibilities according to the organization's business systems development methodology and/or its Systems Development Life Cycle (SDLC) methodology. Troubleshoot BI tools, systems, and software; performance-tune these applications as necessary. Act as evangelist for BI benefits across the organization; promote BI usage to relevant departments.
<u>DUTIES</u>	:	Create business report and dashboards according to user specification. Gather and analyse user needs and prepare these for reporting. Making presentation to business units on the BI services and offerings.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/229</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT TRANSPORT SAFETY (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 - R508 692 per annum (Level 09), annual salary range Sarah Baartman (Ref No: DOT 80/07/2023) OR Tambo (Ref No: DOT 81/07/2023) Chris Hani (Ref No: DOT 82/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Education, Development Studies, Policy Studies, Communication, Marketing, Public Relations, Project Management, Public Management, Public Administration, A valid Code B driver license. 3-5 years' relevant experience in the transport safety environment at Assistant Director Level. A valid driver's license (code B). Knowledge: Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Public Finance Management Act, Public Service Regulations.
<u>DUTIES</u>	:	Co-ordinate Road Safety Education Scholar Intervention to reach learners: Coordinate the development of scholar road safety education operational and project plans. Coordinate the development of a school visitation plan. Liaise with the government departments, entities and municipalities for schools participating in road safety education. Receive and conduct assessments on applications for Road Safety scholar interventions. Coordinate implementation of road safety education scholar projects. Co-ordinate the implementation of EPWP activities in scholar programs. Monitor the implementation of scholar projects. Co-ordinate Road Safety Education Outreach Interventions to reach adults and youth: Coordinate the development of road safety education community outreach operational and project plans. Liaise with the government departments, entities and municipalities for implementation of community-based projects Co-ordinate the implementation of EPWP activities in community outreach projects. Co-ordinate and monitor the implementation of community outreach projects. Financial Management: Monitor expenditure according to budget to ensure efficient cash flow management. Authorize expenditure as per delegations. Co-ordinate the procurement and budgeting process for the sub-programme of the district. Administer human and capital resources: Manage resources allocated to the post-holder and subordinates. Manage performance of staff reporting to the post. Ensure timeously development of work plans and personal development plans for all employees in the sub-programme of the district.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/230</u>	:	<u>ASSISTANT DIRECTOR (COMPLIANCE): PUBLIC TRANSPORT OPERATIONS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 - R508 692 per annum (Level 09), annual salary range Sarah Baartman (Ref No: DOT 83/07/2023) Chris Hani (Ref No: DOT 84/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport

Management / Public Administration / Project Management / Social Science / Public Management / Communication. 3-5 years' experience in public transport management at a supervisory level (Level 7/8). A valid driver's license. Knowledge: National Land Transport Act. Provincial Integrated Public Transport Master Plan. Establishment of public transport forum. Guiding documents on payment of bus subsidies. Annual Performance Plan. Strategic planning. Meeting procedures.

- DUTIES** : Monitor compliance with contractual obligations Visit all routes identified in the contract to verify whether the service is being rendered. Hold community meetings to collect information on how to improve operations of contracted bus services. Liaise with contracted bus operators to enquire about challenges they encounter that could lead to them failing to meet their contractual obligation. Facilitate conducting of regular road worthy tests by law enforcement officials in all buses operating in the district to ensure safety of passengers. Ensure that the service has been rendered before payment of waybills and claims. Monitor interaction between bus operators and commuters to foster sound relations as per the requirements of the contract. Produce compliance reports for submission to head office. Handle passenger and community complaints. Implement non- motorised scholar transport programme: Liaise with department of education for identification of beneficiaries. Engage identified schools to determine demand. Provide bicycles to identified learners. Facilitate conducting of road safety education to all bicycle recipients. Provide participating schools with bicycle spares. Liaise with school principals and school governing body to assess impact of the program in improving school attendance and subsequently academic performance. Render advice in the development of integrated transport plan: Participate in the development of integrated transport plans by local authorities. Liaise with local chiefs, councillors and commuters organizations to determine public transport needs in their respective areas. Management of Sub-Section: Develop and motivate subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Contribute towards the finalization of the annual performance plan and operational plan of the section. Do planning for the Sub-section. Prepare monthly and quarterly reports. Authorize expenditure in line with the departmental delegations.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
- POST 23/231** : **ASSISTANT DIRECTOR: DISTRICT SCHOLAR TRANSPORT (X5 POSTS)**
- SALARY CENTRE** : R424 104 - R508 692 per annum (Level 09), annual salary range
Chris Hani District (Komani) (Ref No: DOT 85/07/2023)
OR Tambo (Ref No: DOT 86/07/2023)
Alfred Nzo (Ref No: DOT 87/07/2023)
Amathole (Ref No: DOT 88/07/2023) (X2 Posts)
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Management / Transport Economics / Public Administration / Public Management / Project Management / Social Science / Communication / Developmental Studies. 3 year's relevant supervisory experience (LEVEL 7/8) in Public Transport Management. Knowledge: Public Transport Transformation. Public Transport Forums. Annual Performance Plan. Strategic planning. Meeting procedures. Report writing. Project Management. People Management. Resource Management.
- DUTIES** : Administer road based public transport contracts. Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address variations in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and Analyse reports from supervising and monitoring

firms. Financial Management. Ensure the availability and management of funds to meet the MTEF contractual obligations of the sub-directorate. Manage the commercial value add of the sub-directorate operations. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management Manage the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Provides leadership, organises and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/232 : **ASSISTANT DIRECTOR: PUBLIC TRANSPORT REGISTRATION OPERATING LICENCE AND PERMIT (X3 POSTS)**

SALARY CENTRE : R424 104 - R508 692 per annum (Level 09), annual salary range
Sarah Baartman (Ref No: DOT 89/07/2023)
Alfred Nzo (Ref No: DOT 90/07/2023)
Amathole (Ref No: DOT 91/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Management / Transport Economics / Public Administration / Public Management / Project Management / Social Science / Development Studies / Communication. 3-5 years' relevant supervisory experience (Level 7/8). A valid driver's license. Knowledge: National Land Transport Strategic Framework Provincial Land Transport Strategic Framework Department service delivery principles PSR, PFMA, PSA Departmental Strategic Planning. Departmental Annual Performance Plan, Provincial Growth and Development Plan for the Eastern Cape, Stakeholder and customer relationship management principles, White paper on Provincial Public Transport Master Plan.

DUTIES : Facilitate the provision of road based public transport registration services. Coordinate the management of the walk-in centre. Coordinate the processing of applications for operating licences. Ensure compliance with standard operating procedure and service standards. Identify challenges and come up with possible solutions. Coordinate the activities of the Provincial Regulatory Entity (PRE). Receive and process PRE appeals coming from unsuccessful applicants. Monitor operator compliance with public transport legislation and regulation. Manage the processing of traffic law exemptions and with public transport legislation and regulation. Manage the processing of traffic law exemptions and permits. Coordinate the collection of revenue from public transport operator's walk-in centres. Coordinate introduction of efficient methods of payment to minimize risk of fraud and corruption. Monitor the reconciliation of revenue to manage risk of loss of revenue. Ensure compliance of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/ quantity and timeliness. Resolve problem of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance, support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/233</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT INFRASTRUCTURE MAINTENANCE REF NO: DOT 92/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R508 692 per annum (Level 09), annual salary range Alfred Nzo National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management. 3-5 years' experience in Transport Infrastructure related field at supervisory level (LEVEL 7/8). A valid driver's license. Knowledge: Project Management. Research and development. Computer aided computer applications. Technical report writing. Networking. Professional judgement.
<u>DUTIES</u>	:	Provide Administrative support services: Monitor the implementation of road policies, norms and standards. Ensure compliance to PFMA, OHS and other applicable Acts/Regulations. Coordinate and compile Transport Infrastructure performance reports. Manage admin staff on Transport Infrastructure programme. Provide financial and procurement support services: Render technical support in provision of effective contract management. Provide effective client services: Maintain public complaints database. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Office of the DRE. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 23/234</u>	:	<u>SENIOR STATE ACCOUNTANT: REVENUE & DEBTORS REF NO: DOT 93/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08), annual salary range Head Office-KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in financial management. A valid driver's license. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Skills: Problem solving skills. Computer literacy. Accounting
<u>DUTIES</u>	:	Conduct debt recovery services: Obtain details of all outstanding salary related debts, investigation non-deductions in PERSAL and take corrective action. Follow up and trace all debtors that do not pay and resolve in terms of debtors Policy. Institute claims against pension and leave gratuity benefits. Compile submission for write-offs of irrecoverable debts. Monitor reconciliation of debt account and compile monthly reports on the status of debts. Preparation and reconciliation of schedule of debtors: Take-on of all debts and capture them in BAS. Draw PERSAL reports weekly to ensure all overpaid salaries are reversed and notify relevant effecting reversals. Maintain register of all interdepartmental debts and follow up including confirmation letters i.t.o. monthly and year end requirements. Ensure all monies received from debtors and leave gratuities are allocated correctly. Monitor the following accounts: Debt account, Debt suspense account, Debt receipt control, Pension

		recoverable. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/235</u>	:	<u>SENIOR STATE ACCOUNTANT: REVENUE & DEBTORS (REF.DOT 94/07/2023)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08), annual salary range Amathole National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' relevant experience in the revenue environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management Act (PFMA). Public Service Regulation, Regulations and Policies. Accounting Principle. Basic Accounting System (BAS) PERSAL system and LOGIS System.
<u>DUTIES</u>	:	Render Financial Accounting Transactions: Supervise receipt of invoices. Supervise checking of invoices for correctness, verification and approval (internal control). Supervise processing of invoices (e.g. capture payments). Supervise filing of all documents. Supervise collecting of cash. Supervise performance of Salary Admin Support services. Supervise receipt of salary advises. Supervise processing of advises (e.g. check advises for correctness, capture salaries, bonuses, salary adjustment, capture all deductions etc). Supervise filing of all documents. Supervise performance of bookkeeping support services. Supervise capturing of all financial transactions. Supervise clearance of suspense accounts. Supervise recording of debtors and creditors. Supervise processing of electronic banking transactions. Supervise compilation of journals. Supervise rendering of budget support service. Supervise collection of information from budget holders. Supervise comparing of expenditure against budget. Supervise identification of variances. Supervise capturing and allocation of virements on budget. Supervise distribution of documents with regard to the budget. Supervise filing of all documents. Supervise receipt and capturing of cash payments.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/236</u>	:	<u>SENIOR STATE ACCOUNTANT – MANAGEMENT ACCOUNTING REF NO: DOT 95/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08), annual salary range Amathole District National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation/ Financial Management with Accounting 3. 3-5 years' relevant experience in the environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Supervise Collation and consolidation of budget inputs from programmes during the budgeting process. Supervise and assist assigned programmes with planning and costing of activities by using appropriate tools. Supervise collection and consolidation of all budget information and inputs from programmes. Supervise the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Supervise monitoring of

		expenditure and advise on discrepancies: analyse expenditure patterns and generate reports. Advise Programmes to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Supervise assistance in the compiling of IYM. Supervise performance and management of administrative related functions, which include the following: Contribute to compilations of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/237</u>	:	<u>RECORDS MANAGER: INTERGOVERNMENTAL RELATIONS REF NO: DOT 96/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 - R420 402 per annum (Level 08), annual salary range
	:	Sarah Baartman
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree ((NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Developmental Studies / Social Science. 3-5 years' relevant supervisory experience (SL7/8) in the environment. A valid driver's license. Knowledge: National Archives Act 43 of 1996. Eastern Cape Provincial Records and Services Act 7 of 2003. Promotion of Access to Information Act 2 of 2000 (PAIA). Promotion of Administrative Justice Act 3 of 2000 (PAJA). Electronic Communications Transactions Act, 25 of 2002 (ECTA). Protection of Personal Information Act 4 of 2013 (PoPI). SANS 15489 – Regulation of Records Management best Practices. Public Finance Management Act 1 of 1999. Treasury Regulations and Guidelines. Records Management Policy. Registry Procedure Manual.
<u>DUTIES</u>	:	Manage The Development And Implementation Of An Accountable Records Management Policy, Procedure Manual And Guidelines: Develop and maintain registry policies and procedures in line with National Archives prescriptions. Conduct workshops on clients on the functioning and value of the Registry. Monitor and adapt strategies and procedures in view of technological advances. Establish measures for the handling of confidential correspondence. Provide clear policy and procedures regarding photo copying and other registry services. Manage Implementation And Monitoring Of Centralized And Decentralized Filing Systems In Accordance With The National Archives Prescripts: Conduct Records Management audits. Facilitate Records Managements presentations. Train departmental staff on allocation of references. Facilitate Implementation of the system and monitor compliance. Facilitate Centralization of departmental filling systems. Submit compliance quarterly reports to Top Management. Ensure that there is a systematic disposal programme in place. Ensure that all records are kept in safe custody and security and access control are in place. Monitor and evaluate adherence to policy directives and prescripts. Manage Access To Information: Receive requests and acknowledge receipt to the requester. Route the request to the relevant branches. Prepare a response if the request is for readily available information. Monitor compliance in terms of timelines outlined in the PAIA. Submit responses to requesters. Give notice to the third party if the requested information involves the third party. Monitor Auditor-General's requests. Monitor request of information from all internal and external stakeholders. Manage The Allocated Resources Of The Sub-Directorate In Line With Legislative And Departmental Policy Directives And Comply With Corporate Governance And Planning Imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely

		Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/238</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT SERVICES</u>
<u>SALARY CENTRE</u>	:	R359 517 - R420 402 per annum (Level 08), annual salary range
	:	Sarah Baartman (Ref No: DOT 97/07/2023)
	:	OR Tambo (Ref No: DOT 98/07/2023)
	:	Joe Gqabi (Ref No: DOT 99/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' experience in financial environment. A valid driver's license. Knowledge: Knowledge of Public Finance Management Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.
<u>DUTIES</u>	:	Administer and coordinate cash flow management, which would include the following: Request PERSAL report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury Attend to electronic bank transfer rejections (EBT) Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Generate trial balance reports for analysis purposes Identify accounts that needs attention. Preparation and verification of journals. Capturing journals into the system. Capturing journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation. Responsible for inter-departmental receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required; Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/239</u>	:	<u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE MAINTENANCE SERVICES REF NO: DOT 100/07/2023</u>
<u>SALARY CENTRE</u>	:	R359 517 - R420 402 per annum (Level 08), annual salary range
	:	Mthatha Airport
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (T/N/S streams) or equivalent, or N3 and a passed trade test in the building environment, or registration as an Engineering Technician. A valid driver's license. 3-5 years' relevant experience in the environment. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated

costs. Render an inspection service of work done on new projects and existing structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following: Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the following: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/240 : **CHIEF FIREMAN: CIVIL AVIATION REF NO: DOT 101/07/2023**

SALARY CENTRE REQUIREMENTS : R359 517 - R420 402 per annum (Level 08), annual salary range
: Mthatha Airport
: National Senior Certificate, Firefighter 1 and 2 certificates. Hazmat Awareness and Operations. First Aid Level 3 or BAA. Heavy duty driver's licence, C or EC will be added advantage. 3-5 years' relevant supervisory experience in the environment. Certificates are added advantage. Knowledge: Knowledge of firefighting. First Aid. Safety on Fire, Rescue and Apron Services Act. Planning and organising. Computer applications.

DUTIES : Conduct the prevention and combating of a fire: Render fire prevention duties. Ensure compliance with fire prevention regulations. Perform administrative tasks relating to fire fighting. Maintain firefighting equipment. Conduct public awareness workshops on fire preventions. Provision of rescue services: Check thoroughly rescue equipment on daily basis. Recommend rescue equipment of service to ensure that they are in good working order. Participate in simulated emergency situations on regular basis to get ready for any emergency. Lead the inspection of Runaway and Apron: Check foreign objects on the run-away. Inspect safety of the run-away. Check safety of aircraft when landing or checking off. Manage the marshalling of aircraft: Conduct standbys on aircraft refuelling. Attendance to fuel spillages. Allocate parking bays and marshal aircrafts to their respective bays.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/241 : **PRINCIPAL PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X7 POSTS)**

SALARY CENTRE : R359 517 - R420 402 per annum (Level 08), annual salary range
: Head Office (Ref No: DOT 102/07/2023)
: KSD Mthatha (Ref No: DOT 103/07/2023)
: Grahamstown (Ref No: DOT 104/07/2023)
: Alfred Nzo (Ref No: DOT 105/07/2023) (X2 Posts)
: Elliotdale (Ref No: DOT 106/07/2023)
: Wilsonia (Ref No: DOT 107/07/2023)

REQUIREMENTS : National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 years or more as a Provincial Inspector. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.

DUTIES : Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers. Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/242 : **PRINCIPAL PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION (X3 POSTS)**

SALARY CENTRE : R359 517 - R420 402 per annum (Level 08), annual salary range
: Mt Frere/Ntabankulu (Ref No: DOT108/07/2023)
: Matatiele (Ref No: DOT109/07/2023)
: Mbizana (Ref No: DOT110/07/2023)

REQUIREMENTS : National Senior Certificate or higher qualification. Basic Traffic Diploma from an accredited Traffic College. 7 years or more as a Provincial Inspector. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict

		management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team.
<u>DUTIES</u>	:	Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures, and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers. Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/243</u>	:	<u>SENIOR PROJECT COORDINATOR: COMMUNITY DEVELOPMENT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R359 517 - R420 402 per annum (Level 08), annual salary range
	:	Sarah Baartman (Ref No: DOT111/07/2023)
	:	Chris Hani (Ref No: DOT112/07/2023) (X2 Posts)
	:	Amathole (Ref No: DOT113/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Management / Development Studies / Social Science / Community Development / Monitoring and Evaluation / Project Management. 3 years' experience in the community development environment. A valid driver's license. Knowledge: Project management principles. PFMA. Meeting procedures. Report writing. Stakeholder and customer relationship management. EPWP principles and guideline.
<u>DUTIES</u>	:	Project conceptualisation. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Project Management. Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress.

- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 23/244** : **SENIOR PROJECT COORDINATOR: INNOVATION & EMPOWERMENT REF NO: DOT114/07/2023**
- SALARY CENTRE REQUIREMENTS** : R359 517 - R420 402 per annum (Level 08), annual salary range
Chris Hani District (Komani)
National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Development Studies / Social Science / Community Development / Monitoring and Evaluation / Project Management. 1-2 years' experience in the innovation and empowerment environment. A valid driver's license. Knowledge: Expanded Public Works Program Principles. Emerging contractor development policies and procedures. Project Management Principles.
- DUTIES** : Promote the identification of innovative ideas: Administer identified innovation initiatives. Administer partnerships with other state entities and private sector organisations to enhance innovation. Organise research initiatives to identify new solutions to poverty alleviation initiatives. Maintain innovation and knowledge hub to support departmental programs and projects. Promote conceptualisation of ideas. Administer capacitation of beneficiaries through training: Organise training and learnership programmes for all EPWP transportation infrastructural projects. Coordinate involvement of Provincial FETs in the in-service training of students and technical personnel in labour intensive training. Organise training programmes for emerging contractors. Mobilise community participation in all training initiatives. Administer alignment of training programs with relevant SETAS. Administer entries of SMMEs and PPPs into the economy: Administer accreditation of SMMEs and PPPs with relevant accreditation bodies. Market and promote the use of SMMEs and PPPs in the implementation of transport-based projects both in the department and municipalities. Encourage business sector to support SMMEs and PPPs in order to empower them. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 23/245** : **PRINCIPAL ROAD SAFETY OFFICER (X4 POSTS)**
- SALARY CENTRE** : R359 517 - R420 402 per annum (Level 08), annual salary range
OR Tambo District (Ref No: DOT115/07/2023) (X2 Posts)
Amathole (Ref No: DOT116/07/2023) (X2 Posts)
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education / Development Studies / Communication / Marketing / Public Relations / Project Management / Public Management / Public Administration / Policy Studies. 3-5 years' relevant experience (Level 7/8) in the environment. A valid driver's license (code B). Knowledge: Road Safety Act. National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.

- DUTIES** : Effective implementation of road safety programs: Mobilise communities for participation in road safety councils. Coordinate meeting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Coordinate road safety education school debates in the district. Monitor scholar patrol services in the district. Identify road safety awareness campaigns targeting rural farmers/stock owners. Mobilise participants to the driver of the year completion. Effective implementation of road safety projects: Organise road safety education campaigns during National Arrive Alive Campaign. Identify junior traffic testing centres projects. Identify road safety youth development projects. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 23/246** : **SENIOR HRD PRACTITIONER: PERFORMANCE MANAGEMENT SYSTEMS & SKILLS PLANNING REF NO: DOT117/07/2023**
- SALARY CENTRE REQUIREMENTS** : R359 517 - R420 402 per annum (Level 08), annual salary range
: Head Office-KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Management of Training. 3-5 years' relevant experience in the environment. A valid driver's license. Knowledge: Skills development framework. Skills levy. Processes, methods and techniques of HRD. National qualification framework and national skills development strategy. Government policies and legislative framework in line with HRD. Computer literacy. Writing of reports.
- DUTIES** : Coordinate the development of workplace skills plan: Ensure that all work plan agreements that are submitted have a PDP. Identify training needs from PDPs submitted by sub directorates. Notify staff and their supervisors when they are nominated for a particular training course. Coordinate logistical arrangements for all staff identified for training. Facilitate filling in of nomination forms and post course forms by incumbents nominated for a particular course as well as their supervisors. Keep statistics of all staff trained in the Department. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organises and administers the work effort of assigned subordinates.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 23/247** : **ENGINEERING TECHNICIAN: CIVIL (SPECIAL MAINTENANCE) REF NO: DOT 118/07/2023**
- SALARY CENTRE REQUIREMENTS** : Grade A: R353 013 per annum (OSD), annual salary
: OR Tambo District
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree ((NQF Level 7 as recognized by SAQA) in Civil Engineering. Registration with ECSA as a Professional Civil Engineering Technician is compulsory. 3 years post qualification technical experience in construction or maintenance of roads. A valid driver's license. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-

<u>DUTIES</u>	: Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management. : Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or local municipalities on engineering related matters. Follow approved program of development for registration purposes.
<u>ENQUIRIES</u>	: can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/248</u>	: <u>ENGINEERING TECHNICIAN CIVIL: TRANSPORT INFRASTRUCTURE DESIGN (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R353 013 per annum (OSD), annual salary range : Head Office (Ref No: DOT 121/07/2023) : Joe Gqabi (Ref No: DOT 122/07/2023)
<u>REQUIREMENTS</u>	: National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF level 7 as recognized by SAQA) in Civil Engineering. 3-5 years' relevant experience in the environment. Registration with ECSA as a Candidate Engineering Technician is compulsory. A valid driver's license. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organising. Change Management.
<u>DUTIES</u>	: Render civil / structural engineering services: Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standards drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set the engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Undertake engineering designs. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the DRE's office. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	: can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

<u>POST 23/249</u>	:	<u>ENGINEERING TECHNICIAN: NORMAL MAINTENANCE (X2 POSTS)</u>
<u>SALARY</u>	:	R353 013 per annum (OSD), annual salary range
<u>CENTRE</u>	:	Fort Beaufort (Ref No: DOT 123/07/2023) Alfred Nzo (Ref No: DOT 124/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree ((NQF Level 7 as recognized by SAQA) in Civil Engineering. Registration with ECSA as a Candidate Civil Engineering Technician is compulsory upon appointment. 3 years' post qualification technical experience. A valid driver's license. Knowledge: Project Management. Technical design and analysis knowledge. Research and development Computer aided computer applications. Knowledge of legal compliance. Technical report writing. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-Management. Customer focused and responsiveness. Communication. Computer skills. Planning and organizing. Change Management.
<u>DUTIES</u>	:	Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical/ engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/250</u>	:	<u>ARTISAN FOREMAN (ELECTRICAL): TRANSPORT INFRASTRUCTURE FLEET SERVICES REF NO: DOT125/07/2023</u>
<u>SALARY</u>	:	Grade A: R344 811 – R389 592 per annum, (OSD), annual salary range
<u>CENTRE</u>	:	Mthatha Airport
<u>REQUIREMENTS</u>	:	National Senior Certificate, Appropriate Trade Test Certificate in electrical Field. NQF Level 6/7 Electrical Engineering. 5 years' post qualification experience as an Artisan. 3 years' experience in the environment. A valid driver's license. Knowledge: Diagnosis and fault-finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge.
<u>DUTIES</u>	:	Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburettor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure

		competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/251</u>	:	<u>ARTISAN FOREMAN GRADE A/B: (MECHANICAL) CONSTRUCTION SITE MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R344 811 – R389 592 per annum (OSD), annual salary range Grade B: R410 658 – R516 426 per annum (OSD), annual salary range NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD for Engineering Professions and related occupations.
<u>CENTRE</u>	:	In House Construction - Makhanda (Ref No: DOT119/07/2023) Alfred Nzo (Ref No: DOT120/07/2023)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan (mechanical/ welding field). Supervisory, planning and organising skills. Technical report writing skills. Conflict management. Knowledge of OHS Act and PMDS. Computer Literacy. Valid driver's licence. Good communication skills. Knowledge of legal compliance. Ability to work independently, long hours and under pressure. Willingness to travel, where necessary. Candidates may be required to complete a practical and theoretical test. A valid driver's license.
<u>DUTIES</u>	:	Fault finding and troubleshooting on diesel engines, pumps, pipe system/pipelines, gearboxes, drives, hydraulic and Pneumatic. Fault finding on valves. Comply with the OHS Act. Personnel supervision. Render technical support Mechanical.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/252</u>	:	<u>SENIOR PROVINCIAL INSPECTOR: TRANSPORT REGULATIONS (X6 POSTS)</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
<u>CENTRE</u>	:	Butterworth (Ref No: DOT126/07/2023) (X2 Posts) Komga (Ref No: DOT127/07/2023) (X2 Posts) Zwelitsha Traffic Station (Ref No: DOT128/07/2023) Alfred Nzo (Ref No: DOT129/07/2023)
<u>REQUIREMENTS</u>	:	National senior certificate. Basic traffic diploma from an accredited traffic college. 3-5 years' experience in the field. A valid driver's licenses (A and EC). No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.
<u>DUTIES</u>	:	Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrest on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies

and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/253 : **INTERNAL AUDITOR: INTERNAL AUDIT (REF NO: DOT130/07/2023)**

SALARY : R294 321 – R343 815 per annum (Level 07), annual salary range
CENTRE : Head Office- KWT
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF Level 7 as recognized by SAQA) with Auditing and Accounting as major subjects. 1-2 years' practical and relevant experience in an internal auditing environment. Added Advantage: Completed internal audit or external audit article, member of the IIS (SA), completed IAT or PIA qualification. Knowledge: Theory and practice of internal audit, knowledge and application of applicable legislative requirements, Departmental policies and procedures, Standards of Professional Practice of Internal Auditors, Internal Audit Regulatory framework and policies, Governance and Risk Management, Budget preparation, Monitoring and Reporting.

DUTIES : Facilitate the execution of comprehensive audit plans in accordance with the audit programmes. Follow information flows from initiation to recording in the management accounts. Provide support in the preparation of the analytical review of financial data. Collate relevant data. Identify systems risk and controls: Analyse risk associated with each applicable process. Identify critical control points in a system. Quantify consequences of a break down in a control. Conduct preliminary evaluation of the controls. Perform compliance tests. Adopt sample as appropriate statistical designed by the audit supervisor and using audit software to extract relevant data. Perform audit test as per programme prepared by supervisor. Document test results on working papers. Submit working papers on time to the supervisor. Provide support in preparation of reports: Conclude on working papers as to the impact of the audit tests performed. Prepare recommendations for the improvement of procedures and controls. Communicate all issues with the supervisor and client continuously.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

<u>POST 23/254</u>	:	<u>ROAD SAFETY OFFICER: TRANSPORT SAFETY EDUCATION (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Chris Hani District (Engcobo) (Ref No: DOT 131/07/2023) Sterkspruit (Ref No: DOT 132/07/2023) Maclear (Ref No: DOT 133/07/2023) Steynsburg (Ref No: DOT 134/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree ((NQF Level 7 as recognized by SAQA) in Education / Social Science / Development Studies / Communication / Public Relations / Project Management / Public Management / Public Administration / Policy Studies. 1-2 years' experience in Road Safety Environment. A valid driver's license. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
<u>DUTIES</u>	:	Implementation of Road Safety Education Scholar Intervention to reach learners: Contribute towards the development of Road Safety education scholar operational and project plans. Contribute towards the development of a school visitation plan. Liaise with relevant stakeholders for implementation of scholar projects within the district. Conduct Road Safety assessments for implementation of scholar interventions. Implementation of road safety education scholar projects. Monitor the implementation of road safety education scholar projects. Implementation of Road Safety Education Outreach Interventions to reach adults and youth: Contribute towards the development of road safety education community outreach operational and project plans. Implementation of community outreach programs. Liaise with relevant stakeholders for implementation of road safety education community outreach projects within the district. Conduct Road Safety assessments for implementation of community outreach projects. Implementation of road safety education community outreach projects. Monitor the implementation of road safety education community outreach project. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No:043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ctransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/255</u>	:	<u>ADMIN OFFICER: EXECUTIVE SUPPORT SERVICES REF NO: DOT135/07/2023</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Business Management / Business Administration / Strategic Management / Commerce / Information Systems. 1-2 years' experience in office management and administration. Knowledge: Understanding of Public Service prescripts. Understanding and knowledge of Public Service Regulations. Planning, organizing, and controlling skills, basic research, and analysis skills. Ability to interpret and apply policies, strategies, and legislation. Good etiquette, interpersonal skills, and good telephone etiquette. Excellent writing skills, good communicator. Basic knowledge of problem solving and analysis. Ability to communicate fluently in English and isiXhosa verbally and in writing. Advanced Computer literacy skills in Microsoft Office Suite, Electronic Records Management. Ability to cope under pressure. Ability and flexibility in working beyond normal working hours voluntarily. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Client orientation and customer focus. Self-starter, able to take initiative, can work without supervision, innovative and can begin projects independently, motivated, accountable, and ethical conduct. Professionally, Accountable and with Credibility.
<u>DUTIES</u>	:	Managing and overseeing logistics within the office of the Director. Providing clerical support in managing workflow in the unit. Providing secretariat services for meetings. Providing administration support to the Director with regards to

the management of activities. Assuming the role of a formal channel of communication between office of the Director and other departmental units. Analysing and reviewing documentation and preparing briefing notes for the Director. Monitoring and management of due dates of correspondence and reports. Preparing documentation, presentations, and reports for meetings. Coordination of responses and submission of requests for information in the Office of the Director. Co-ordination, follow-up, and compilation of reports of a transversal nature. Sourcing information and compile memoranda as required. Facilitating submission of monthly, and quarterly Directorate performance reports and supporting evidence. Rendering general Administration support services: Record, organise, store, capture and retrieve correspondence and data observing Minimum Information Security Standards. Handling of routine enquiries and coordinating responses within the standard response times of the Directorate. Keep and maintain the filing system for the component. Contribution to the promotion of compliance in the Directorate in respect of policies and procedures. Keep and maintain the asset register of the component.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/256 : **ADMIN OFFICER**

SALARY CENTRE : R294 321 – R343 815 per annum (Level 07), annual salary range
: KWT: Special Programmes Unit (Ref No: DOT136/07/2023)
: KWT: Transport Infrastructure maintenance Services (Ref No: DOT137/07/2023)
: KWT: Programme Management & Compliance Support Services (Ref No: DOT138/07/2023)
: KWT: Information Management (Traffic Infringement) (Ref No: DOT139/07/2023)
: KWT: Programme Management & Compliance Support (CBP) (Ref No: DOT140/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Office Administration / Public Management. 1-2 years' experience in the environment. Knowledge: Knowledge of clerical duties and practices. Ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

<u>POST 23/257</u>	:	<u>ADMIN OFFICER (COMPLIANCE): PUBLIC TRANSPORT SERVICES & COMPLIANCE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
	:	Head Office (Ref No: DOT141/07/2023)
	:	Alfred Nzo (Ref No: DOT142/07/2023)
	:	OR Tambo (Ref No: DOT143/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication. 1-2 years' experience in Public Transport operations environment. Knowledge: Knowledge of clerical duties and practises. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Provide administrative support in the implementation of minibus taxi industry transformation programmes: Liaise with internal and external stakeholders in relation to minibus taxi industry transformation programmes. Make logistical arrangements for training of minibus taxi industry role players. Assist taxi operators with information on taxi scraping. Facilitate siting of meetings with taxi structures. Provide administrative support in the election of relevant structures by the minibus taxi industry. Keep proper records of meetings held with minibus taxi industry structures. Arrange all procurement required in relation to the implementation of minibus taxi industry transformation programmes. Receive complaints from minibus taxi operators. Provide administration support service within the component: Maintain a leave register for the section. Arrange travelling and accommodation. Coordinate implementation of Performance Management and Development System (PMDS) within the section. Provide financial administration support services in the component: Make a follow up on all outstanding payments for the section. Capture and update expenditure in the component. Check correctness of subsistence and travel claims for the section and submit them to Human Resource.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/258</u>	:	<u>ADMIN CLERK (SUPERVISOR): BHISHO AIRPORT REF NO: DOT144/07/2023</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
	:	Head Office KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Office Administration / Public Management / Communication. 3 years' experience in the environment. Knowledge: Knowledge of clerical duties and practises. Ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the

		component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/259</u>	:	<u>EHW OFFICER: EMPLOYEE HEALTH & WELLNESS: HRM (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
	:	Head Office (Ref No: DOT145/07/2023)
	:	OR Tambo (Ref No: DOT146/07/2023)
	:	Alfred Nzo (Ref No: DOT147/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Social Science / Social Worker. 1-2 years' experience in human resource environment. A registered EAPA Certificate will be an added advantage. Knowledge: Knowledge of counselling and referral procedure is highly recommended. Finances. HR matters. Reporting procedures. Information management system. Procurement directives and procedures. Compilation of reports. Planning and organising. Computer applications.
<u>DUTIES</u>	:	Facilitate employee wellness strategy implementation: Assist in drafting inputs or recommendations on employee wellness programme strategy. Facilitate creation of employee wellness programme structures within the department. Co-ordinate employee wellness programmes for the department. Assist in the development and implementation employee wellness policies and programmes for the department. Draft discussion documents on employee wellness programmes. Coordinate employee wellness cases: Attend to employee cases referred to the sub directorate either by the employer or the employees themselves and refer to Supervisor. Assist in developing a marketing strategy to promote employee wellness programmes within the department. Assist the head of the sub-directorate to produce all statutory reports required from the sub-directorate.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/260</u>	:	<u>SENIOR PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORVEMENT (X13 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
	:	Head Office (Ref No: DOT148/07/2023)
	:	Humansdorp (Ref No: DOT149/07/2023) (X3 Posts)
	:	Aberdeen (Ref No: DOT150/07/2023) (X2 Posts)
	:	KSD (Ref No: DOT151/07/2023) (X2 Posts)
	:	Lusikisiki (Ref No: DOT152/07/2023)
	:	Mbizana (Ref No: DOT153/07/2023)
	:	2x Wilsonia (Ref. DOT 154/07/2023)
	:	Amathole (Ref No: DOT 155/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma from an accredited Traffic College. 6-10 years working experience in the field. A valid driver's licenses (code B). No criminal record. Knowledge: Extensive experience in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and public transport. Vehicle inspections. Vehicle impoundment. Completion of Law Enforcement documents.
<u>DUTIES</u>	:	Manage and enforce road traffic, public passenger, transport legislation and other relevant legislations. Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plana and manage speed testing operations. Coordinate execution of arrest on traffic related matters,

attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. Manage motoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance). Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates. Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors and Provincial Inspectors production, including statistics of production Senior Provincial Inspectors and Provincial Inspectors. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risk. Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties. Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning as required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
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POST 23/261 : **LICENSING CLERK (SUPERVISOR): MOTOR VEHICLE REGISTRATION & AUTHORIZATION REF NO: DOT 156/07/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Transportation / Traffic Management. 3-5 years' NaTIS experience. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTs. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTs to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NaTIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving License Testing Centres, Vehicle Testing Centres and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering

		Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request {affecting the infrastructure (moving of NaTIS system from one office to another, installation of new system in the new centre, etc.). Facilitate procurement of additional and new equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/262</u>	:	<u>LICENSING CLERK (SUPERVISOR): PUBLIC TRANSPORT REGISTRATION, OPERATOR LICENSES PERMITS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Alfred Nzo (Ref No: DOT 157/07/2023) Joe Gqabi (Ref No: DOT158/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Communication / Transportation / Traffic Management. 1-2 years' NaTIS experience. Knowledge: Knowledge of NaTIS procedures, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Traffic Management Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Administer critical motor vehicle and driving license applications: Receive applications coming from customers through registering authorities, DLTCs and VTSS. Receive applications from Dept. of Public works for registration of Government fleet. Receive applications from DOJ for suspension of driving licenses. Analyse applications coming from registering authorities, DLTCs and VTSS to check compliance with the requirements of the Road Traffic Act. Approve or disapprove applications. Advises applicants about reasons for rejection of their applications and corrective measures they should take. Monitor capturing of approved application in the system. Ensure proper keeping and maintenance of incoming and outgoing correspondence register of the component. Ensure that all source documents emanating from NATIS transactions are securely kept. Assisting members of public coming to the office for either enquires or transactions assistance. Receive verify and approval of refunds on Licensing. Render back-office support to Driving License Testing Centres, Vehicle Testing Centres and Registering Authorities: Ensure that all telephone queries received from DLTCs, VTCs, Registering Authorities and members of public are dealt with and resolved. Ensure that queries are registered in the incident register. Analyse queries and provide advice on steps to be taken to resolve them. Guide end user on step-by-step conclusion of transaction on NATIS. Approval and issuing of PLNs. Render Technical support to Registering Authorities: Receive telephone queries from Registering Authorities. Dealing with the Help-desk request. Diagnose cause of the problem. Log a call to the RTMC (Hardware and software problems). Monitor progress in relation to logged calls. Receive feedback resolution from RTMC. Deal with change request {affecting the infrastructure (moving of NaTIS system from one office to another, installation of new system in the new centre, etc.). Facilitate procurement of additional and new equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

<u>POST 23/263</u>	:	<u>COORDINATOR (PROFESSIONAL DEVELOPMENT): CENTRE FOR TECHNICAL DEVELOPMENT (CTD) REF NO: DOT 159/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office KWT National Senior Certificate, National Diploma (NQF 6) / B Degree (NQF Level 7 as recognized by SAQA) in Management of Training / Human Resource Management. 1-2 years' relevant experience in the environment. Knowledge: Public Financial Management Act (PFMA), Public Service Act (PSA), Public Service Regulations (PSR), Human Resource Development Policies, Skills Development Act, Labour Relations Act, Project Management, Diversity Management, Basic Conditions of Employment Act. Skills: People Management, Problem Solving, Presentation, Planning and Organizing, Policy analysis and Development, Communication, Negotiation, Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Coordinate the implementation of training and development programmes. Facilitate the provisioning of learning programs (Functional /operational and generic). Coordinate Workplace skills programs (WSP). Facilitate the compilation of updating of training manuals. Manage resources (Human, Finance, Equipment/Assets) in the Sub-Directorate.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/264</u>	:	<u>PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: DOT160/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Sarah Baartman National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Management / Supply Chain Management / Logistics Management. 1-2 years' relevant experience in financial management. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Supervise and render asset management clerical services. Barcoding and updating of asset register. Implementation of verification plan. Identify redundant, non-serviceable and obsolete equipment for disposal. Recording of asset movements. Follow up on discrepancies during verification. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/265</u>	:	<u>ADMIN OFFICER (SCM): ACQUISITION MANAGEMENT SERVICES (REF NO: DOT161/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range OR Tambo National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognised by SAQA in financial Management/ Supply Chain Management/Logistic Management/Purchasing. 1-2 years' relevant experience in Supply Chain environment. BAS, LOGIS and MIS will be an added advantage. Knowledge: BAS/LOGIS system, asset disposal procedure, Assets Management, Supply Chain Management policies, Department of Social Development mandate, knowledge and understanding of legislative framework governing the Public Services.
<u>DUTIES</u>	:	Render administrative support to SCM Unit, update and maintain supplier database. Register suppliers on CSD/SDIMS system. Render demand and

acquisition administrative support. Undertake logistical support services for the unit. The provision of support to the management of requests for quotations (RFQ) and Tenders. Assist with the invitation of quotations and closing of tenders. Receive, check, and capture quotations responses and handover for valuation. Source quotations from various service providers. Provide Secretariat or logistic support during BID consideration and contract conclusion process.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/266 : **COORDINATOR (PROFESSIONAL DEVELOPMENT): CENTRE FOR TECHNICAL DEVELOPMENT REF NO: DOT162/07/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Management of Training. 1-2 years' relevant experience in the environment. Knowledge: Programme and Project management. Engineering, legal and operational compliance knowledge. Engineering Operational communication knowledge. Infra-structure Construction/maintenance Process skills knowledge. Engineering related knowledge. Research and development. Computer-aided Engineering applications knowledge. Creating high Performance Technical culture. Technical consulting. Engineering and professional related judgment knowledge.

DUTIES : Oversee and coordinate professional registration development processes & resources within the CTD. Manage continuous professional development (CPD) of professionally registered technical staff in order to ensure that such staff are provided with the required CPD points by attending required courses/workshops/seminars to remain registered. Liaise with stakeholders/partners from public and private sectors to maintain sound relations. Assist with drafting of MOU's/SLAs with relevant stakeholders. Oversee and coordinate development interventions planning, implementation, monitoring and evaluation, adjustment, reporting and recording.

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

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

POST 23/267 : **ADMIN OFFICER (SUP): TRAFFIC LAW ENFORCEMENT (X7 POSTS)**

SALARY CENTRE : R294 321 – R343 815 per annum (Level 07), annual salary range
: Kinkelbos (Ref No: DOT163/07/2023)
: Grahamstown (Ref No: DOT164/07/2023)
: Graaff - Reinet (Ref No: DOT165/07/2023)
: Humansdorp (Ref No: DOT166/0/2023)
: Steynsburg (Ref No: DOT166/07/2023)
: KSD-Mthatha (Ref No: DOT 167/07/2023)
: Lusikisiki (Ref No: DOT 168/07/2023)

REQUIREMENTS : National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Financial Management. 1-2 years' relevant experience in the field. Knowledge: Procurement process. Leave management process. S&T and overtime process. Financial Management process. General administration processes. TRAFMAN system. Traffic operations reports.

DUTIES : Render general administration support services: Receive, consolidate & submit overtime and S&T claims from Provincial Inspectors to the District Office through the office of the Chief Provincial Inspector. Monitor leave for the sub district traffic law enforcement. Receive, consolidate and submit requests from the substation to the District Office. Keep and maintain the incoming and outgoing register of the sub district. Coordinate submission or Operational

		Reports to the District Office: Consolidate reports and submit to the District Office. Facilitate submission of the following reports to the District Office, NREP10, NREP5, NREP7, NREP8. Learner and Driver's License Report. Facilitate submission of Operational Reports to the District Office. Coordinate submission of accident reports by Police Stations and their safe keeping: Receive accident reports from police stations. Create a filing system for safe keeping of accident reports. Attend to requests for copies of accident reports from external customers. Capture accident information into TRAFMAN System. Consolidate accident statistics for submission to District Office.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No:043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/268</u>	:	<u>ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
	:	Amathole (Ref No: DOT169/07/2023) (X4 Posts)
	:	Joe Gqabi (Ref No: DOT 170/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication / Business Administration / Transport Management / Transport Economics. 1-2 years' relevant experience in the environment. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management – ensure the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/269</u>	:	<u>ADMIN OFFICER (OPERATIONS): PUBLIC TRANSPORT COMPLIANCE REF NO: DOT171/07/2023</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication. 3 years' experience in public transport operations environment. Knowledge: Knowledge of clerical duties and practises. Ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

<u>DUTIES</u>	:	Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/270</u>	:	<u>LABOUR RELATIONS PRACTITIONER: HRM (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office (Ref No: DOT 172/07/2023) Amathole (Ref No: DOT 173/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Labour Law / Labour Relations / Industrial Relations. 1-2 year's relevant experience in the labour relations environment. Knowledge: Labour relations Act. Public Service Code of Conduct. Public Service Act. Public Service Regulations. Grievance procedure. Planning and organising. Report writing.
<u>DUTIES</u>	:	Receive complaints before they become grievances. Investigate complaints and mediate between the two parties. Receive and record grievances. Provide administrative support to the grievance procedure. Educate employees on the grievance procedure. Administer grievances and disciplinary procedures. Provide secretariat services to disciplinary hearings. Prepare documentation for arbitration and conciliation cases. Keep all records properly.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi 043 604 7674/ 7539/ 7572/ 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/271</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PRACTICE REF NO: DOT 174/07/2023</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office KWT
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Human Resource Management. 1-2 years' experience in the HR environment. Knowledge: Human Resource Management prescripts and Legislations. Procedure on incapacity leave and ill-health retirement. PERSAL system. Computer literate.
<u>DUTIES</u>	:	Implementation of the Employment Equity Plan: Monitor EEP quarterly and render advice to stakeholders. Compile and submit employment equity reports to stakeholders: Compile and submit quarterly and annual EE reports to all stakeholders, e.g. Management, Department of Labour etc. Provide advice and administrative support to the Departmental Employment Equity Forums: Provide advice and render administrative support to all Employment Equity

		Consultative Forums and to ensure proper consultation on transformation issues. Advise supervisor, Managers on implementation of Cabinet decision to improve representation of People with disabilities and Females at SMS level. Develop and review the departmental human resource plan: Consolidate inputs and compile HR plan. Consult with stakeholders to obtain information. Align HR plan to actual trends and departmental programmes. Alignment of HR plan to MTEF: Ensure that HR Plan is aligned to MTEF budget. Implement HR Plan to actual trends and departmental programmes.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/272</u>	:	<u>INTERNAL AUDITOR: PRE-AUDIT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office (Ref No: DOT 175/07/2023) OR Tambo (Ref No: DOT 176/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in the Internal Audit environment. Knowledge: Public Finance Management Act and National Treasury Regulation. Knowledge of the standards set by the institute of Internal Auditors (IIA), Knowledge of Teammate, Data Analytics systems such as ACL. Programme & project management; Interpersonal skills; Ability to work in a team; Presentation skills. Client orientation and customer focus; Research and analytical skills; Report writing skills; Accuracy and attention to detail; Planning and organizing; Computer literacy (MS word, PowerPoint, Outlook, and Excel); Communication (written and verbal) skills.
<u>DUTIES</u>	:	Render control, compliance and expenditure pre-audit services: Conduct manual verification of all orders before services is rendered and issues Pre-Audit certificate. Conduct manual verification of payment vouchers before payment is effected on BAS. Conduct manual verification of payments vouchers before payment is effected on PERSAL. Conduct verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Facilitate development and review of internal control framework. Facilitate development and review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504No
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.

<u>POST 23/273</u>	:	<u>SCM CLERK (SUPERVISOR): INFRASTRUCTURE PROCUREMENT & DELIVERY MANAGEMENT REF NO: DOT 177/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Management / Supply Chain Management / Logistics Management. 1-2 years' relevant experience in financial management. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment
<u>DUTIES</u>	:	Supervise and render asset management clerical services. Barcoding and updating of asset register. Implementation of verification plan. Identify redundant, non-serviceable and obsolete equipment for disposal. Recording of asset movements. Follow up on discrepancies during verification. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/274</u>	:	<u>SCM CLERK: (SUPERVISOR) LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: DOT 178/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Chris Hani District (Komani) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Purchasing. 1-2 years' relevant experience in the Supply Chain Management environment. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Render asset management clerical services. Compile and maintain records. Issue equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify the asset register: Render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and Data bases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Provide secretariat or logistical support during the bid consideration and contracts conclusions.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/275</u>	:	<u>SCM CLERK (SUPERVISOR): ASSET REGISTER & INVENTORY MANAGEMENT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office (Ref No: DOT 179/07/2023)

Chris Hani District (Ref No: DOT 180/07/2023)

Alfred Nzo (Ref No: DOT 181/07/2023)

Joe Gqabi (Ref No: DOT 182/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Management / Supply Chain Management / Logistics Management will serve as an added advantage. 1-2 years' relevant experience in financial management. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Supervise and render asset management clerical services. Barcoding and updating of asset register. Implementation of verification plan. Identify redundant, non-serviceable and obsolete equipment for disposal. Recording of asset movements. Follow up on discrepancies during verification. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/276 : **PERSONAL ASSISTANT (X3 POSTS)**

SALARY CENTRE : R294 321 – R343 815 per annum (Level 07), annual salary range
Head Office- CD Transport Planning (Ref No: DOT 183/07/2023)
KWT: Transport Infrastructure Construction & Technical Development (Ref No: DOT 184/07/2023)

KWT: Transport Infrastructure Maintenance Services (Ref No: DOT 185/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) Secretarial Diploma / Office Management and Technology. 1-2 years' experience in rendering a support service to Senior Management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the

manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget: Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/277 : **PROJECT COORDINATOR: COMMUNITY DEVELOPMENT (X4 POSTS)**

SALARY CENTRE : R294 321 – R343 815 per annum (Level 07), annual salary range
: Head Office (Ref No: DOT 186/07/2023)
: Amathole (Ref No: DOT 187/07/2023)
: OR Tambo (Ref No: DOT 188/07/2023) (X2 Posts)
: Alfred Nzo (Ref No: DOT 189/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Management / Public Administration / Development Studies / Community Development / Monitoring & Evaluation / Social Science / Project Management. 1-2 years relevant experience in the Community Development environment. Knowledge: Administration procedures, Public Finance Management Act, 1999. Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Annual Performance. Plan. Preferential Procurement Policy Framework. Promotion of Access to Information Act, 2 of 2000. Performance Management & Development principles. Meeting procedures. Report writing.

DUTIES : Conduct Project conceptualization: Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Conduct Project Planning: Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Conduct Project Management: Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on

individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/278 : **PROJECT COORDINATOR: PROGRAMME MANAGEMENT & COMPLIANCE SUPPORT SERVICES (CBP) REF NO: DOT 190/07/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration/Office administration/ Public Management. 1-2 years relevant experience in the environment. Knowledge: Understanding of Public Service Prescripts. Understanding and knowledge of Public Service Regulations. Planning, organizing, and controlling skills, basic research, and analysis skills. Ability to interpret and apply policies, strategies, and legislation. Good etiquette, interpersonal skills, and good telephone etiquette. Excellent writing skills, good communicator. Basic knowledge of problem solving and analysis. Ability to communicate fluently in English and isiXhosa verbally and in writing. Advanced Computer literacy skills in Microsoft Office Suite, Electronic Records Management. Ability to cope under pressure. Client orientation and customer focus. Self-starter, able to take initiative, can work without supervision, innovative and can begin projects independently, motivated, accountable, and ethical conduct. Professionally, Accountable and with Credibility.

DUTIES : Managing and overseeing logistics within the office of the Chief Director. Providing clerical support in managing workflow in the unit. Providing secretariat services for meetings. Providing administration support with regards to the management of activities. Assuming the role of a formal channel of communication between the office of the Chief Director and other departmental units. Analysing and reviewing documentation. Monitoring and management of due dates of correspondence and reports. Preparing documentation, presentations, and reports for meetings. Coordination of responses and submission. Co-ordination, follow-up, and compilation of reports of a transversal nature. Sourcing information and compile memorandums as required. Facilitating submission of monthly, and quarterly Directorate Financial and Non – Financial performance reports and supporting evidence. Rendering general Administration support services: Record, organise, store, capture and retrieve correspondence and data observing Minimum Information Security Standards. Handling of routine enquiries and coordinating responses within the standard response times. Keep and maintain the filing system for the component. Contribution to the promotion of compliance in the Directorate in respect of policies and procedures. Keep and maintain the asset register of the component.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/279 : **ENVIRONMENTAL OFFICER: PROJECT MANAGEMENT & PROFESSIONAL SERVICES REF NO: DOT 191/07/2023**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Environmental Health / Environmental

Sciences or Management / Environmental Engineering / Earth Sciences. 1-2 years relevant experience in the road construction environment. Knowledge: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework. Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives.

DUTIES : Facilitate development of environmental Management strategies and action plans: Assist in conducting of research for the purpose of identifying, abating, or eliminating sources of pollutants and environmental hazards. Conduct workshops on regulatory compliance with environmental management act. Identify measures for protecting public health, including administering and enforcing legislation related to environmental health. Implement environmental compliance strategies and policies: Implement environmental management systems to continually improve the workplace safety. Analyse reports submitted by districts on incidents occurred on work sites and identify prevention mechanisms. Coordinate implementation of policies and procedures to ensure that work areas, facilities are free of dangers that could cause harm to a person working. Provide support to minimise health and safety hazards. Facilitate the implementation of various environmental specifications. Carry out impact assessment to identify assess, reduce environmental risks and financial costs. Produce environmental safety reports. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/280 : **STATE ACCOUNTANT: EXPENDITURE MANAGEMENT (X3 POSTS)**

SALARY : R294 321 – R343 815 per annum (Level 07), annual salary range
CENTRE : Head Office-KWT (Ref No: DOT 192/07/2023) (X2 Posts)
Chris Hani (Ref No: DOT 193/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' relevant experience in financial management. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Skills: Problem solving skills. Computer literacy. Accounting

DUTIES : Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash (REMOVE). Perform Salary Administration support services Receive salary advices. Process salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.

<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/281</u>	:	<u>HRD OFFICER: HUMAN RESOURCE PRACTICE REF NO: DOT 194/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Chris Hani District (Komani) National Senior Certificate. National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Management of Training / Public Management / Public Administration / Industrial Psychology. 1-2 years' experience in human resource environment. PERSAL Introduction Certificate is a prerequisite.
<u>DUTIES</u>	:	Plan and Implement the performance management and development system• Coordinate meetings for PMDS Committee at District level and keep records. Attend to PMDS, Training, Social Services, and Occupational Specific Dispensation (OSD) related queries. Facilitate the establishment of Skills Development Committee at District level. Conduct workshop on PMDS & OSD (Social Services) throughout the District. Provide secretarial duties during PMDS Moderation. Ensure the contracting, reviewal and assessments of employees. Coordinate training interventions at District level. Prepare monthly, quarterly and half-yearly and annual reports.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/282</u>	:	<u>SCM CLERK (SUPERVISORY): DEMAND MANAGEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office (Ref No: DOT 195/07/2023) Joe Gqabi (Ref No: DOT 196/07/2023) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Financial Management / Purchasing. 1-2 years' relevant experience in the Demand Management environment. Knowledge: Basic knowledge of supply chain duties, practice as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise human resources/staff. Allocate and ensure quality of work, Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/283</u>	:	<u>ICT TECHNICIAN REF NO: DOT 197/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range In-House Construction Makhanda National Senior Certificate. National Diploma (NQF 6) / B Degree (NQF Level 7 as recognized by SAQA) in Information Technology in Network

		Communication / Support Services.1- 2 years' relevant experience in IT. Knowledge: Computer software installation. Computer hardware. Maintenance of Network switches and router configuration. Provide computer and system training to departmental users at the district. Service desk management tools. RICA Act. ISS Policies. Promotion of Access to Information Act.
<u>DUTIES</u>	:	Provision of ICT end user support services: Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provision of ICT maintenance services: Maintain ICT infrastructure hardware. Install computer hardware and software. Provision of ICT security services: Maintain database to ensure integrity and security of data. Implement data backup strategy measures such as patch installation and management and anti-virus installation and update. Manages user passwords, security and inventory documentation.
<u>ENQUIRIES</u>	:	Can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/284</u>	:	<u>FINANCE CLERK (SUPERVISOR) – EXPENDITURE MANAGEMENT SERVICES CONSTRUCTION UNIT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range In-House Construction Makhanda (Ref No: DOT 198/07/2023) OR Tambo (Ref No: DOT 199/07/2023) Alfred Nzo (Ref No: DOT 200/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Audit. 1-2 years' working experience in salaries and expenditure. PERSAL Introduction Certificate is compulsory. Knowledge: Sound knowledge of financial administration. Knowledge of the PFMA, Treasury Regulations, Provincial Treasury Instruction Notes and other relevant prescripts. Good communication skills (verbal and written). Computer applications.
<u>DUTIES</u>	:	Attending to salary-related questions and queries. Capturing of S&T Claims and other salary related allowance. Preparing weekly and/monthly PERSAL reconciliation. Draw PERSAL salary related reports. Assisting with tax related matters and reconciliation.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/285</u>	:	<u>FINANCE CLERK (SUPERVISOR) – EXPENDITURE MANAGEMENT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range OR Tambo (Ref No: DOT 201/07/2023) Alfred Nzo (Ref No: DOT 202/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Auditing. 1-2 years working experience in salaries and expenditure. PERSAL Introduction Certificate will be an added advantage. Knowledge: Sound knowledge of financial administration. Knowledge of the PFMA, Treasury Regulations, Provincial Treasury Instructions and other relevant prescripts Good communication skills (verbal and written) Computer literate

- DUTIES** : Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advise programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 23/286** : **LABOUR RELATIONS OFFICER: HUMAN RESOURCE PRACTICES (CONSTRUCTION UNIT) REF NO: DOT 203/07/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07), annual salary range
: In-House Construction Makhanda
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Labour Law / Labour Relations / Human Resource Management. 2 years' experience in Labour Relations Office. A valid driver's license. PERSAL Introduction Certificate is compulsory. Knowledge: Knowledge and understanding of the labour relations legal framework, Public Service. Regulations, Public Service Act and Human Resource Practices. Skills Profile: communication (written & verbal), presentation and facilitation and people management skills.
- DUTIES** : Promote sound labour relations in the Department. Manage and co-ordinate and conduct investigations on labour relation matters, investigate grievances and attend to complaints. Investigate misconduct cases and represent the Department at disciplinary hearings. Render advice on labour relation matters, ensure the implementation of outcome of labour relation matters, and monitor implementation of arbitration awards, collective agreements and directives. Submit weekly/monthly reports on labour relation cases. Capture labour relation cases on the PERSAL System.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 23/287** : **SCM CLERK (SUPERVISORY): EXPENDITURE MANAGEMENT SERVICES REF NO: DOT 204/07/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07), annual salary range
: Amathole District
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management. 1-2 years' relevant experience in the environment. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work procedures in terms of the working environment (supply chain systems).
- DUTIES** : Supervise and render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts

		conclusions. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/288</u>	:	<u>ROAD SAFETY OFFICER: TRANSPORT SAFETY (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
	:	OR Tambo District (Ref.DOT 205/07/2023) (X2 Posts)
		Elliotdale (Ref No: DOT 206/07/2023)
		Fort Beaufort (Ref No: DOT 207/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Road Safety Education / Social Science / Development Studies / Public Management / Public Administration / Communication / Public Relations / Project Management. 1-2 years' experience in road safety environment. Knowledge: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service Regulations. Public Finance Management Act.
<u>DUTIES</u>	:	Effective implementation of road safety programs: Facilitate establishment of road safety council. Facilitate sitting of road safety councils as per the annual schedule. Render secretariat services to road safety council meetings. Mobilise schools in the district to participate in road safety education debates. Conduct road safety education debates in the district. Coordinate scholar patrol services in the district. Conduct road safety awareness campaigns targeting rural farmers/stock owners. Arrange driver of the year competition Effective implementation of road safety projects: Conduct road safety education campaigns during National Arrive Alive Campaign. Implement junior traffic testing centres projects. Implement road safety youth projects. Administer resources allocated to the post: Ensure safe keeping of all resources allocated to the post. Detect faults and report them to be repaired. Ensure serviceability of resources allocated to the post incumbent.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/289</u>	:	<u>PRINCIPAL ROADS WORKS FOREMAN-TRANSPORT INFRASTRUCTURE NORMAL MAINTENANCE (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
	:	Amathole (Ref No: DOT 208/05/2023)
	:	Alfred Nzo (Ref No: DOT 209/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate. National Diploma (NQF 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Civil Engineering. 5 years' relevant experience in roads construction or maintenance or an appropriate Trade Test Certificate. 5-10 years' experience in roads construction or maintenance. A valid driver's license. A heavy-duty license will be an added advantage. Knowledge: Sound knowledge of planning and organizing for the executing and supervision of road maintenance works on surfaced and gravel roads. Working knowledge of the utilization of earth-moving plant. Good knowledge of bitumen products and gravel wearing course material and specifications for road works. Knowledge of relevant legislations governing provincial roads in the Eastern Cape Province will be an added advantage. Good knowledge of Health and Safety Regulations pertaining to road works. Good financial, communication and conflict resolution skills. Computer literacy.
<u>DUTIES</u>	:	Planning, prioritizing and programming of maintenance works in the area. Co-ordination of Departmental resources in the area to enhance productivity and cost effectiveness. Arrange for timeous delivery of maintenance materials to the foreman under his control. Liaise with the workshop foreman regarding plant requirements and repairs in his area. Monitor the progress of the

		Foreman and work teams in his area and implement remedial action where necessary. Assist in take over inspections of contracts at the termination of maintenance period. Up keeping/maintenance and security of roads camps in his area. Co-ordination and planning of the deployment of departmental resources in the event of emergencies and also be willing to render such services after hours. Check and approve the daily work return forms and forward for processing, approval of leave applications, S&T, camping allowance and overtime claims, supervision of personnel under control and coordinate disciplinary grievance procedures in terms of the Public Service Code of Conduct. Report on personnel performance under supervision. Identify and co-ordinate training. Ensure compliance with the OHS Act.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/290</u>	:	<u>SCM CLERK (SUP): ACQUISITION MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range In-House Construction – Graaff Reinet (Ref No: DOT 210/07/2023) OR Tambo (Ref No: DOT 211/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) in Acquisition / Purchasing / Logistics Management / Finance / Accounting / Supply Chain Management. 1-2 years' experience in demand and acquisition. BAS or LOGIS is compulsory. Knowledge: procurement procedures; administrative procedures; financial management and personnel management. Ability to interpret and apply policies, strategies, and legislation. Knowledge of acquisition and contract management. Knowledge of public service legislative frameworks. Problem identification and solving skills. Organising and presentation skills. Interpersonal and diplomacy skills; decision making skills; negotiation and conflict management. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated. Ability to meet tight deadlines whilst delivering excellent results. Service delivery orientation.
<u>DUTIES</u>	:	Allocate bid number and closing date for bids to be advertised. Preparation of advertisement documents to be emailed Government Printers for publication in the Government Tender Bulletin. Ensure Timeous advertisement /publication of bids in the Government Tender Bulletin. Ensure timeous advertisement/publication of bids/quotes on National Treasury extender Publication Portal. Ensure that all bids are advertised and available on the departmental website. Updating the bid and quotation registers. Facilitating briefing sessions. Verify compiled attendance register for briefing session meetings.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/291</u>	:	<u>HR CLERK (SUP): HUMAN RESOURCE ADMINISTRATION (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Chris Hani District (Komani) (Ref No: DOT 212/07/2023) Alfred Nzo (Ref No: DOT 213/07/2023) Joe Gqabi (Ref No: DOT 214/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Industrial Psychology. 1- 2 years' relevant experience in HR environment. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of

		the working environment. Skills: Report writing. Interpersonal relations. Communication. Computer literacy. Working in a team.
<u>DUTIES</u>	:	Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/292</u>	:	<u>MONITORING & EVALUATION PRACTITIONER REF NO: DOT 215/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range Head Office KWT National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Public Administration / Public Management / Business Management / Management / Economics. Module in monitoring & evaluation will be an added advantage. 1-2 years' experience in reporting, monitoring & evaluation environment. Knowledge: Monitoring and Evaluation Process. Reporting frameworks and procedures. Strategic Planning. Report Writing. Knowledge of the Framework for Management of Performance Information. Knowledge of the Framework for Strategic and Annual Performance Plans. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations. Systematic. Development of templates. Dedicated and hardworking. Coordination. Creative. Self-motivated and success driven. Trustworthy.
<u>DUTIES</u>	:	Assist in the provision of monitoring services: Assist in the coordination and collection of monthly, quarterly and annual district, programme and departmental performance reports. Implement the developed reporting and monitoring framework. Coordinate the capacity building and support of M&E champions in Districts and Programmes. Assist in monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational and annual performance plan. Monitor departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Conduct project monitoring and site visits and produce monitoring report. Assist in the provision of reporting services: Produce monthly, quarterly and annual performance reports. Produce analysis reports on submitted performance reports. Manage the submission of performance reports. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports Assist in the provision of evaluation services. Assist in the development of evaluation agenda. Assist in the collection on data from Programmes. Develop and strengthen Evaluation services. Develop an evaluation agenda with timeframes. Develop impact indicator for the project success. Evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed learners and interns. Comply with the Public Service prescripts.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 23/293** : **OD PRACTITIONER: ORGANISATIONAL DESIGN & JOB EVALUATION**
REF NO: DOT 216/05/2023
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07), annual salary range
: Head Office KWT
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Organisational Development / Public Management / Public Administration / Industrial Psychology. 1- 2 years' experience in the Organisational Development environment. Knowledge: Service Delivery Improvement Plan Template. Treasury Regulations. Strategic planning. Report writing. Batho Pele principles.
- DUTIES** : Implement change management programs: Assist to introduce change management programs to senior managers. Provide support to program and sub-program managers in the implementation of change management programs. Assist business units in the development of service standards. Organise publication of departmental service charter. Collect information for service delivery assessments from business units. Consolidate information for development of a service delivery improvement plan. Implement identified projects towards Batho Pele revitalization strategy. Distribute and collect customer satisfaction surveys. Assist in the implementation of innovation and knowledge management projects. Render business process reengineering: Assist in conducting of business process analysis. Assist in compilation of business process analysis report. Financial management: Monitor expenditure trends through BAS reports. Monitor payment of service providers. Facilitate the development of a service delivery model for the department: Assist in conducting service delivery impact assessment. Assist in conducting research on service delivery best practices.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 23/294** : **REGISTRY CLERK (SUPERVISOR): HUMAN RESOURCE ADMINISTRATION (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07), annual salary range
: Sarah Baartman (Ref No: DOT 217/07/2023)
: OR Tambo (Ref No: DOT 218/07/2023)
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management / Public Management / Public Administration / Registry / Records Management. 1-2 years' experience in the records management environment. Knowledge: National Archives Act. Teamwork. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.
- DUTIES** : Supervise the handling of incoming and outgoing correspondence: Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services: Opening and close files according to the record classification system. Filing/ storage, tracing (electronically/ manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register Hand delivers and signs over remittances to finance. Send wrong remittances back to sender

via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Supervise human resources according to public service prescriptions. Maintain high ethical standards in own work environment and those of subordinates.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/295 : **ICT TECHNICIAN: SECURITY & INFORMATION COMMUNICATION AND TECHNOLOGY SERVICES (X2 POSTS)**

SALARY CENTRE : R294 321 – R343 815 per annum (Level 07), annual salary range
Sarah Baartman (Ref No: DOT 219/07/2023)
Alfred Nzo (Ref No: DOT 220/07/2023)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Information Communication and Technology. 1-2 years' experience in the ICT environment. Knowledge: Computer software installation. Computer hardware. RICPCI Act. ISS Policies. Promotion of access to Information Act.

DUTIES : Provide IT information management services: Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide end user support services: Attend to calls logged on the service helpdesk for problems, requests, incidents and change orders regarding generic software packages, departmental systems, and transversal systems. Ensure connectivity and usability of departmental web applications and other applications. Provide IT infrastructure Services: Develop and maintain ICT infrastructure hardware for the district. Implement data backup strategy measures such as patch installation and management, Anti-virus installation and update. Ensure ICT equipment usage and control.

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

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

POST 23/296 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DOT 221/07/2023**

SALARY CENTRE : R294 321 – R343 815 per annum (Level 07), annual salary range
Sarah Baartman

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' experience in the environment. Knowledge: Knowledge of Public Finance Management. Public Service Legislation, Regulations and Policies. Accounting Principle. Performance Management.

DUTIES : Collate and consolidate budget inputs from programmes during the budgeting process: Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following:

		Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/297</u>	:	<u>STATE ACCOUNTANT: REVENUE & DEBTORS REF NO: DOT 222/07/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance/ BCom Accounting/ BCompt / Cost and Management Accounting / Internal Auditing / Taxation / Financial Management with Accounting 3. 1-2 years' experience in financial management. Knowledge: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Problem solving skills. Computer literacy. Accounting.
<u>DUTIES</u>	:	Conduct revenue collection services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NaTIS report act on any differences. Coordinate reconciliation of PA 28 with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners, and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/298</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR): SCM DEMAND MANAGEMENT REF NO: DOT 223/07/2023</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07), annual salary range
<u>CENTRE</u>	:	Sarah Baartman
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Supply Chain Management / Logistics Management / Supply Chain Management / Purchasing. 1-2 years' experience in the SCM environment. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work procedures in terms of the working environment (supply chain management systems).
<u>DUTIES</u>	:	Supervise and render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
		e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/299</u>	:	<u>CHIEF AUXILLIARY SERVICE OFFICER (PROFFSSIONAL SERVICES) - CONSTRUCTION UNIT REF NO: DOT 224/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 – R281 559 per annum (Level 06), annual salary range
	:	In-House Construction Makhanda
	:	Grade 10 or equivalent qualification and civil engineering materials laboratory short courses (Built Environment soils testing procedures / Crushed and uncrushed aggregates testing procedures / Asphalt testing procedures / Bitumen testing procedures / Civil Engineering construction material testing procedures / Slump tests and concrete tubes testing procedures / Any other Civil Engineering soils laboratory testing procedures courses not listed above). 5 years' experience in the civil engineering materials laboratory environment. A valid driver's license (code B). Knowledge: Health and Safety Regulations. Basic knowledge in mathematical calculations, Basic knowledge of Laboratory Information Management Systems. Capability of effectively working with project team members. Ability to work on multiple projects and deadlines.
<u>DUTIES</u>	:	Assist with the following tests: road indicator, foundation indicator, moisture content, maximum and minimum density of cohesionless material, compatibility factor, moisture density relationship, modified AASHTO & Proctor Effort, Complete CBR Test, Complete UCS Test, Indirect Tensile Strength, Wet/Dry Durability Test, Durability Mill Index, Initial Consumption of Lime (pH method), pH value of soil suspension, Conductivity of saturated soil paste, Content of Chemical Agent: Back Titration, Concrete Cube Compression Test, Slump Test, Cylinder Compression Test, Indirect Tensile Strength (Brazilian) Test on Concrete Cores, Complete Concrete Mix Design, Drilling Concrete Cores with Diameters of 150mm or less, Compressive Strength of Bricks, Efflorescence of Bricks, Bulk Density of Bricks, Water Absorption of Bricks, Tensile Splitting Strength: Interlocking Pavers, Compressive Strength of Building Blocks, Transverse Strength of Building Blocks and more.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
		e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/300</u>	:	<u>PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (X28 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 – R281 559 per annum (Level 06), annual salary range
	:	Graaff-Reinet (Ref No: DOT 225/07/2023) (X3 Posts)
	:	Aberdeen (Ref No: DOT 226/07/2023) (X3 Posts)
	:	Port St John's (Ref No: DOT 227/07/2023)
	:	Lusikisiki (Ref No: DOT 228/07/2023) (X2 Posts)
	:	Amathole (Ref No: DOT 229/07/2023) (X13 Posts)
	:	Steynsburg (Ref No: DOT 230/07/2023) (X3 Posts)
	:	KSD (Ref No: DOT 231/07/2023) (X3 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Basic Traffic Diploma. One-year practical experience in law enforcement. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort

abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

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

POST 23/301 : **PROVINCIAL INSPECTOR: DISTRICT TRANSPORT REGULATION (X26 POSTS)**

SALARY CENTRE : R241 485 – R281 559 per annum (Level 06), annual salary range
: Pakade (Ref No: DOT 232/07/2023) (X3 Posts)
: Matatiele (Ref No: DOT 233/07/2023) (X3 Posts)
: Mbizana (Ref No: DOT 234/07/2023) (X3 Posts)
: Chris Hani (Komani) (Ref No: Dot 235/07/2023) (X3 Posts)
: Cradock (Ref No: DOT 236/07/2023) (X3 Posts)
: Ngcobo (Ref No: DOT 237/07/2023) (X3 Posts)
: Port St John's (Ref No: DOT 238/07/2023) (X3 Posts)
: Lusikisiki (Ref No: DOT 239/07/2023) (X3 Posts)
: Maclear (Ref No: DOT 240/07/2023) (X2 Posts)

REQUIREMENTS : Requirements: National Senior Certificate, Basic Traffic Diploma. One-year practical experience in law enforcement. A valid driver's license (code B). No criminal record. Knowledge: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.

DUTIES : Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000 with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/302</u>	:	<u>SENIOR ROAD WORKS FOREMAN: SPECIAL MAINTENANCE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 – R281 559 per annum (Level 06), annual salary range
	:	OR Tambo District (Ref No: DOT 241/07/2023)
	:	Joe Gqabi (Ref No: DOT 242/07/2023)
	:	Alfred Nzo (Ref No: DOT 243/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12) with 3-5 years' experience in construction and maintenance of roads or Grade 10 with 8-10 years' experience in construction and maintenance of roads. A valid driver's license (code B) Knowledge: Job knowledge, Communication, Interpersonal relations, Flexibility, Teamwork and Accuracy.
<u>DUTIES</u>	:	Supervise Road construction and / or maintenance through the following: Construction of culverts and side drains. Erection and maintenance of steel guardrails and gabions. Cleaning of side drains. Controlling of traffic. Removing of obstacles on the road. Manage his / her subordinates and the allocated resources of the post incumbent in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team produces good quality of works. Be able to attend to road related emergencies and complaints according to prescribed departmental standards.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
<u>POST 23/303</u>	:	<u>ADMIN CLERK (PRODUCTION): TRANSPORT INFRASTRUCTURE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 – R281 559 per annum (Level 06), annual salary range
	:	Amathole: (Ref No: DOT 267/07/2023)
	:	Joe Gqabi (Ref No: DOT 268/07/2023)
	:	Alfred Nzo (Ref No: DOT 269/07/2023)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/304 : **ARTISAN PRODUCTION A/B: (MECHANICAL) CONSTRUCTION MANAGEMENT REF NO: DOT 308/07/2023**

SALARY : Grade A: R220 533 – R244 737 per annum, (OSD), annual salary range
Grade B: R258 753 – R285 995 per annum, (OSD), annual salary range
Grade C: R274 092 – R 339 468 per annum, (OSD), annual salary range
NB: An appropriate salary will be determined by the relevant experience post registration as prescribed in the OSD For Engineering Professions and related occupations.

CENTRE REQUIREMENTS : In-House Construction – Makhanda
: Trade Test Diesel Mechanic Certificate. A valid driver's license. Competencies: Vehicle diagnosis and fault-finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts knowledge skills.

DUTIES : Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and breaking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburetor, etc. Clean and /or replace air, and dust filters and/or replace hose clamps, screws and protective cover. Test drive vehicle to assess operating functionality and safety. Manage technical services and support in conjunction with technicians/ artisans and associates in field workshop and technical office activities. Ensure the promotion of safety in-line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Ensure quality assurance in-line with specifications. Conduct fault finding repairs on mechanical breakdowns: Diagnose fault through the application of visual and other related mechanical inspection and investigation procedures. Remove and replace defective parts with re-conditioned or new spares. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objectives.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/305 : **ARTISAN MECHANIC: SPECIAL MAINTENANCE (X3 POSTS)**

SALARY : R220 533 – R244 737 per annum, (OSD) Annual salary range

CENTRE : KSD (Ref No: DOT 309/07/2023)
Nyandeni Local (Ref No: DOT 310/07/2023)
Alfred Nzo (Ref No: DOT 311/07/2023) (3 Posts)

REQUIREMENTS : Appropriate Trade Test Certificate in Diesel Mechanical. A valid driver's license. No Experience Required. Knowledge: Diagnosis and fault-finding skills. Computer aided computer applications. Knowledge of legal compliance. Mechanical report writing. Parts Knowledge. Workshop Manual. Occupational Health and Safety Act No 85 of 1993 as amended.

DUTIES : Conduct fault finding repairs on mechanical breakdowns: Diagnose faults through the application of visual and other related mechanical inspection and investigation procedures. Conduct planned and predictive maintenance: Check the status of hydraulic driven mechanisms. Check oil levels, electronic components and braking devices and replace defective parts. Flush water systems and replace anti-coolants. Remove and replace gaskets, seals, v-belts and bearings and set or adjust brakes, carburetor, etc. Ensure quality assurance in-line with specifications on all repairs done. Test drive vehicle to assess operating functionality and safety. Ensure all supporting documentation i.e. job cards and daily time sheets are completed within the required timeframes and in the format specified. Maintain prescribed standards of safety, housekeeping, hygiene and ensure the promotion of safety in-line with

statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technologies. Clean and remove blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and replace broken or defect pipes. Check the functionality of replacement parts and execute the necessary adjustments and setting sequences. People Management: Manage the development, motivation, and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and take action to correct deviations to achieve departmental objective.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/306 : **SECRETARY (X11 POSTS)**

SALARY CENTRE : R202 233 – R235 611 per annum (Level 05), annual salary range
: Head Office-Strategic Management Planning (Ref No: DOT 244/07/2023)
KWT: Transport Infrastructure Maintenance (Ref No: DOT 245/07/2023)
ICT (Ref No: DOT 246/07/2023)
Management Accounting (Ref No: DOT 247/07/2023)
KWT: Public Transport Services & Compliance (Ref No: DOT 248/07/2023)
KWT: Transport Operator Licenses & Permits (Ref No: DOT 249/07/2023)
KWT: Transport Administration & Licensing (Ref No: DOT 250/07/2023)
KWT: Traffic Law Services (Ref No: DOT 251/07/2023)
KWT: Community Development (Ref No: DOT 252/07/2023)
Alfred Nzo: Management Services (Ref No: DOT 253/07/2023)
Joe Gqabi: Transport Infrastructure (Ref No: DOT 254/07/2023)

REQUIREMENTS : A National Senior Certificate. No experience. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and be able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation.

DUTIES : Provide a secretarial support service to the office: Receive telephone calls and refer the calls to the correct persons. Receive visitors to the office. Co-ordinate appointments with the Appointments Secretary. Types documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provides a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the particular office.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/307 : **FINANCE CLERK (PRODUCTION) – REVENUE & DEBTORS (X2 POSTS)**

SALARY CENTRE : R202 233 – R235 611 per annum (Level 05), annual salary range
: Head Office (Ref No: DOT 255/07/2023)
Amathole (Ref No: DOT 256/07/2023)

REQUIREMENTS : A National Senior Certificate. No experience. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate

		computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc).
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments. can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674/ 7539/ 7572/ 7504
<u>ENQUIRIES</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/308</u>	:	<u>ADMIN CLERK (PRODUCTION) (05 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range
	:	Special Programmes Unit (Ref No: DOT 257/07/2023)
	:	KWT-Transport Infrastructure Planning & Design (Ref No: DOT 258/07/2023)
	:	KWT-Transport Infrastructure Maintenance Services (Ref No: DOT 259/07/2023)
	:	KWT-Compliance Support Services (Ref No: DOT 260/07/2023)
	:	Programme Management & Compliance Support Services (Ref No: DOT 261/07/2023)
	:	Amathole-HRM (Ref No: DOT 262/07/2023) (X2 Posts)
	:	Joe Gqabi: District Scholar Transport (Ref No: DOT 263/07/2023)
<u>REQUIREMENTS</u>	:	National Senior Certificate. No experience. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/309</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT SCHOLAR TRANSPORT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range
	:	Amathole (Ref No: DOT 264/07/2023)
	:	Joe Gqabi (Ref No: DOT 265/07/2023)
	:	Alfred Nzo (Ref No: DOT 266/07/2023)

<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/310</u>	:	<u>HR CLERK (PROD): PERSONNEL PROVISIONING</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Head Office (Ref No: DOT 270/07/2023) (X2 Posts) Amathole (Ref No: DOT 271/07/2023) (X2 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Implementation of human resource administration practices concerning HR Provisioning. Implementation of appointments and transfers. Conduct verification of qualifications. Provide secretariat functions at interviews. Assist in the management of probationary periods for employees. Respond to human resource administration enquiries and inform supervisor accordingly. Maintain high ethical standards in own work environment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/311</u>	:	<u>ADMINISTRATION CLERK (PRODUCTION): PUBLIC TRANSPORT SERVICES COMPLIANCE REF NO: DOT 272/07/2023 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate or Equivalent qualification. No Experience Required. Knowledge: Analysis of raw data. Computer hardware and software. Managing files and records. Designing forms and back-up system.
<u>DUTIES</u>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.

<u>POST 23/312</u>	:	<u>HR CLERK (PROD): CONDITIONS OF SERVICES</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Head Office (Ref No: DOT 273/07/2023) (X2 Posts) In-House Construction – Makhanda (Ref No: DOT 274/07/2023) Sarah Baartman (Ref No: DOT 275/07/2023) (X2 Posts) Amathole (Ref No: DOT 276/07/2023)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.
<u>DUTIES</u>	:	Implementation of service benefits: Verify records of all departmental employees who are the homeowners and those who are tenants. Process leave gratuity and discounting applications. Process Z102 on-line withdrawal of fund application forms and overleaf timeously. Capture pension application forms for resigned, retired and deceased officials. Assist in the administration of leave matters. Assist in the implementation of PILIR in the district department. Maintain high ethical standards in own work environment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/313</u>	:	<u>REGISTRY CLERK (PRODUCTION): HUMAN RESOURCE MANAGEMENT REF NO: DOT 279/07/2023</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Head Office KWT
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/314</u>	:	<u>REGISTRY CLERK (PRODUCTION): LOGISTICS MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Head Office (Ref No: DOT 280/07/2023) Amathole (Ref No: DOT 281/07/2023)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.

<u>DUTIES</u>	:	Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel no: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/315</u>	:	<u>LICENSING CLERK (PRODUCTION): INFORMATON MANAGEMENT (TRAFFIC INFRINGEMENT) REF NO: DOT 282/07/2023 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Head Office KWT National Senior Certificate. No experience. Knowledge: Basic knowledge and understanding of National Land Transport Act (NLTA), National Road Transport Act (NRTA) and Public Finance Management Act (PFMA). Basic knowledge and understanding of the Legislative Framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Basic knowledge of practices as well as ability to capture data, operate a computer.
<u>DUTIES</u>	:	Assist in clerical/administrative support leading to the formalization of Public Transport Operations through registration: Verifying the received documents for registration and or de-registration of public transport operators and their vehicles. Processes memo leading to the linking/registration/capturing/de-registration of Public Transport operators and their vehicles. Handle routine enquiries. Make photocopies, distribute documents to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing document register of the component. Type letters and other correspondence when required. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation for the personnel in the Sub-directorate. Support the management of payroll and distribution of payslips.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/316</u>	:	<u>PRINCIPAL OPERATOR: TRANSPORT INFRASTRUCTURE MAINTENANCE SERVICES REF NO: DOT 283/07/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Alfred Nzo National Senior Certificate or Equivalent qualification with competence excavator/Roller Trade test. Valid code EC driver's licence (Code 14) with valid PrDP. 1 year road related experience of which as a excavator/roller driver. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles.

	:	Interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	:	Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/317</u>	:	<u>PRINCIPAL OPERATOR: TRANSPORT INFRASTRUCTURE NORMAL MAINTENANCE SERVICES REF NO: DOT 284/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Butterworth A National Senior Certificate. No experience. Knowledge: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	:	Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/318</u>	:	<u>LICENSING CLERK (PRODUCTION): PUBLIC TRANSPORT REGISTRATION OPERATING LICENCES & PERMITS</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Amathole (Ref No: DOT 285/07/2023) Alfred Nzo (Ref No: DOT 286/07/2023) Joe Gqabi (Ref No: DOT 287/07/2023) (X3 Posts)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: National Land Transport Act (NLTA), National Road Transport Act (NRTA), Legislation Framework governing the Public Service and Public Finance Management Act (PFMA). Basic knowledge and understanding of the Legislative Framework governing the Public Service. Knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Assist/Render administrative support leading to the formalisation of public Transport Operations through registration. Request and receive, per association, the lists of deceased and or Inactive members for de-registration purposes –annually and as per the need. Prepare letters to these members/relatives notifying them of the request by their associations. Prepares memorandum for approval and capturing/registration /de-registration. Assisting in implementing the compliance by registered operators and their associations with the prescribed minimum standards: preparation of reminders to local associations, leading to Voter Education, Nominations, and Elections-to ensure the fairness of the process. Coordinating the inauguration and Training of the newly elected Local Association Executive and assisting the newly elected executing its executing its duties. Assisting in Coordinating the Association Annual General Meetings.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/319 : **REGISTRY CLERK: HUMAN RESOURCE ADMINISTRATION REF NO: DOT 288/07/2023**

SALARY : R202 233 – R235 611 per annum (Level 05), annual salary range
CENTRE : In-House Construction Makhanda
REQUIREMENTS : A National Senior Certificate. No experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service.

DUTIES : Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674/ 7539/ 7572/ 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@etransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/320 : **HR CLERK (PROD): PERSONNEL PROVISIONING (REF.DOT 289/07/2023)**

SALARY : R202 233 – R235 611 per annum (Level 05), annual salary range
CENTRE : In-House Construction – Makhanda
REQUIREMENTS : A National Senior Certificate. No experience. Knowledge: Public Finance Management Act (PFMA). Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Regulations, 2001 as amended.

DUTIES : Compilation of ARP. Administer the Typing of master lists after applications have been received. Do memos for appointment of selection panel and have signed. Take minutes for short listing and for interview proceedings. Do SAQA verification & Security Clearance. Do memos for recommendation of appointment and appointment letters and have signed by delegated officials. Administer the updating of information on PERSAL when received from an employee and take it to registry to be placed on the SP File. Administer Local Appointments on Site.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@etransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/321 : **SCM CLERK (PROD): LOGISTICS MANAGEMENT**

SALARY : R202 233 – R235 611 per annum (Level 05), annual salary range
CENTRE : Head Office (Ref No: DOT 300/07/2023)
In-House Construction – Makhanda (Ref No: DOT 301/07/2023)
REQUIREMENTS : A National Senior Certificate. No experience. Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.

<u>DUTIES</u>	:	Receive a requisition. Process requisition. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock. Coordinate the disposal of stock inventory. Act as Secretariat in SCM Committees.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/322</u>	:	<u>SCM CLERK (PRODUCTION): DEMAND MANAGEMENT SERVICES REF NO: DOT 302/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range OR Tambo District A National Senior Certificate. No experience. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written)
<u>DUTIES</u>	:	Render asset management clerical support: Compile and maintain records (e.g. databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Assist in the issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No:043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/323</u>	:	<u>ADMIN CLERK (PROD): SECURITY WORKPLACE AND ENVIRONMENT MANAGEMENT SERVICES REF NO: DOT 303/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range In-House Construction – Makhanda National Senior Certificate. Grade B or A PSIRA security certificate. No previous experience required, however, exposure in the Security Workplace Management Services Environment will be an advantage. A valid driver's license (code B). Knowledge: procurement procedures; administrative procedures; financial management. Ability to interpret and apply policies, strategies, and legislation. Ability to promote mutual trust and respect. Incumbent must be innovative; reliable; flexible; creative; solution driven, and people orientated; hard-working and highly motivated.
<u>DUTIES</u>	:	Monitoring the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces. Delegating cleaning and maintenance tasks to team members. Ensuring proper security measures for the workplace, including collaborating with security system or a team of security professionals. Creating reports on maintenance, repairs, safety and other occurrences for supervisors. Administer Security Contracts for In House Construction.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/324 : **PRINCIPAL DRIVER OPERATOR: HEAVY- DUTY DRIVER (CONSTRUCTION UNIT) REF NO: DOT 304/07/2023**

SALARY : R202 233 – R235 611 per annum (Level 05), annual salary range
CENTRE : In-House Construction – Makhanda
REQUIREMENTS : An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code EC driver's licence (Code 14) with valid PrDP. 3 year's road related experience of which 1 year working experience as a Low Bed Driver (Transportation of abnormal loads). Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.

DUTIES : Ability to operate equipment for loading and unloading with little or no supervision several times daily. Strong desire to keep Truck and Trailer safe, well maintained and clean. Strap & Chain the load safely and securely. Willingness and ability to operate or drive other construction plant/equipment (i.e., Platform truck, Bus Driver etc.). Report all equipment malfunctions to maintenance staff. Operate Low bed trailer safely and efficiently on public highways representing the Department in a professional manner.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/325 : **PRINCIPAL DRIVER OPERATOR: GRADER OPERATOR (CONSTRUCTION UNIT) (REF.DOT 305/07/2023) (X2 POSTS)**

SALARY : R202 233 – R235 611 per annum (Level 05), annual salary range
CENTRE : In House Construction – Makhanda
REQUIREMENTS : An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code C1/ C/ EC driver's licence. PrDP will be an added advantage Valid Grader operator certificate of competence is compulsory (Expired certificates will not be considered). 3 years road related experience of which 1 year as a Grader Operator. Knowledge: Knowledge of grading, patch gravelling, slope cutting, mitre drain cutting, side drain cutting, reshaping, re gravelling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

DUTIES : Pre-check start activities before performing any work. Operates self-propelled grader to spread and level dirt, gravel, and stone, to grade specifications in construction and maintenance of earthwork structures, such as highways, streets, and temporary roads. Drives grader and moves levers to regulate height and angle of grader blade, lower scarifier that loosens packed soil to permit grading, and to tilt front wheels of grader when making sharp turns. Drives grader in successive passes over working area, observing reference stakes or hand signals of assisting worker, to level surface to specified grade. Feels lever and listens to sound of engine to determine depth of cut. May perform fine or rough grading and be designated Motor Grader, Fine Grade; Motor Grader, Rough Grade.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

NOTE : e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/326 : **PRINCIPAL DRIVER OPERATOR: TRANSPORT INFRASTRUCTURE REF NO: DOT 306/07/2023 (X2 POSTS)**

SALARY : R202 233 – R235 611 per annum (Level 05), annual salary range
CENTRE : Amathole
REQUIREMENTS : An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code C1/ C/ EC driver's licence. PRDP will be an added advantage • Valid Grader operator certificate of competence is compulsory (Expired certificates will not be considered). 3 years road related experience of which 1 year as a Grader Operator. Knowledge: Knowledge of grading, patch gravelling, slope cutting, mitre drain cutting, side drain cutting, reshaping, Re gravelling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.

<u>DUTIES</u>	:	Pre-check start activities before performing any work. Operates self-propelled grader to spread and level dirt, gravel, and stone, to grade specifications in construction and maintenance of earthwork structures, such as highways, streets, and temporary roads. Drives grader and moves levers to regulate height and angle of grader blade, lower scarifier that loosens packed soil to permit grading, and to tilt front wheels of grader when making sharp turns. Drives grader in successive passes over working area, observing reference stakes or hand signals of assisting worker, to level surface to specified grade. Feels lever and listens to sound of engine to determine depth of cut. May perform fine or rough grading and be designated Motor Grader, Fine Grade; Motor Grader, Rough Grade.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/327</u>	:	<u>PRINCIPAL DRIVER OPERATOR - CONSTRUCTION UNIT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range In-House Construction – Makhanda (Ref No: DOT 307/05/2023) An NQF level 3 qualification (or grade 10 or higher final year report/ statement). Valid code C1 driver's licence with valid PrDP. 3 years road related experience of which 1 year as a Platform Truck / Water Cart / Tipper Truck Driver. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.
<u>DUTIES</u>	:	Must tie the loads down to the trucks. This must be done properly to ensure safe transportation. Inspect the trailer before and after the trip and record any defects they find. Report serious mechanical problems to the appropriate personnel. Take special precautions while driving. Load Construction Equipment/ Material and small machinery. Fill truck tank with water. Spray water in designated areas. Transporting crushed rock, sand, and gravel to and from specified locations. Verifying the types of materials being transported and ensuring that they do not exceed weight restrictions.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/328</u>	:	<u>FINANCE CLERK (PRODUCTION): EXPENDITURE MANAGEMENT SERVICES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Sarah Baartman (Ref No: DOT 312/07/2023) Alfred Nzo (Ref No: DOT 313/07/2023) (X2 Posts) A National Senior Certificate. No experience. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team, Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.
<u>DUTIES</u>	:	Render Financial Accounting transactions: Receive invoices, Check invoices for, correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents. Collection of cash. Perform Salary Administration support services: Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, record debtors and creditors, process electronic banking transactions, Compile journals. Render a budget support service: Collect information from budget holders, compare expenditure against budget, identify variances, Capture, allocate virements on budgets, Distribute documents with regard to the budget, File all documents, Receive and capture cash payments.

- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply.
- POST 23/329** : **FINANCE CLERK (PRODUCTION): DEMAND MANAGEMENT (REF.DOT 314/07/2023) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R202 233 – R235 611 per annum (Level 05), annual salary range
: Sarah Baartman
: A National Senior Certificate. No experience. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (verbal & written).
- DUTIES** : Render asset management clerical support: Consolidate and compile procurement plans. Check and correct bid documents and arrange changes prior to advertisement. Administer the bid process in terms of placement of advertisement, issuing of bid documents and opening of bids. Issue letters of award of bids and cancellation thereof. Monitor and control tax clearance database and provide bank rating. Deal with administration of bids. Render secretarial duties to bid committees. Keep awarded and cancelled bids safe. Maintain supplier database to ensure that the policy is ensured. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply.
- POST 23/330** : **ADMIN CLERK (PROD): COMMUNITY DEVELOPMENT**
- SALARY CENTRE** : R202 233 – R235 611 per annum (Level 05), annual salary range
: Head Office (Ref No: DOT 315/07/2023)
: Chris Hani District- Komani (Ref No: DOT 316/07/2023)
- REQUIREMENTS** : A National Senior Certificate. No experience. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/331</u>	:	<u>ADMIN CLERK (PROD): EPWP COORDINATION & MONITORING REF NO: DOT 317/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Alfred Nzo A National Senior Certificate. No experience. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Collect documents/packages from various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation. Support the management of payroll and distribution of payslips. Ensure the distribution of assets and equipment.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/332</u>	:	<u>ADMIN CLERK (PRODUCTION): DISTRICT TRANSPORT REGULATION</u>
<u>SALARY CENTRE</u>	:	R202 233 – R235 611 per annum (Level 05), annual salary range Sarah Baartman (Ref No: DOT 318/07/2023) Matatiele (Ref No: DOT 319/07/2023) Mbizana (Ref No: DOT 320/07/2023) Aliwal North (Ref No: DOT 321/07/2023) Joe Gqabi (Ref No: DOT 322/07/2023) Alfred Nzo (Ref No: DOT 323/07/2023)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.
<u>DUTIES</u>	:	Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/333 : **ADMIN CLERK (PRODUCTION): TRAFFIC LAW ENFORCEMENT REF NO: DOT 324/07/2023**

SALARY : R202 233 – R235 611 per annum (Level 05), annual salary range
CENTRE : Aberdeen

REQUIREMENTS : A National Senior Certificate. No experience. Knowledge: knowledge of Procurement processes, leave management process, S&T and overtime payment process, Financial Management processes, general administration processes, TRAFMAN system, Traffic operations reports. Computer, Planning and organization, good verbal and written communication skill and Records keeping.

DUTIES : Render general clerical support services: Receive, and record correspondence coming from traffic stations, attend to enquiries, Submit leave for the sub section to HRM, Receive, consolidate and submit request from sub-station to the District Office and Render filling services. Safe keeping of operational reports coming from traffic stations: Receive and record reports from traffic stations, Assist in consolidation and submission of the following reports to Head Office: i.e. NREP 10, NREP 5, NREP 7, NREP 8, NREP 9, APP 1, APP2, Fire Arm Report and learner & Driver's License Report. Coordinate submission of accident reports by police stations and safe keeping of them: Receive accident report from police stations and file them, create a filing system for safe keeping of accident reports, Attend to requests for copies of accident reports from external customers, Capture accident information into TRAFMAN System, and Collect accident statistics from traffic Stations and police stations.

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

e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE : In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/334 : **ADMIN CLERK (PRODUCTION): TRANSPORT SAFETY**

SALARY : R202 233 – R235 611 per annum (Level 05), annual salary range

CENTRE : Amathole (Ref No: DOT 325/07/2023)

Chris Hani (Ref No: DOT 326/07/2023)

REQUIREMENTS : A National Senior Certificate. No experience. Knowledge: Public Finance Management Act (PFMA). National Land Transport Act (NLTA). National Road Traffic Act. Public Service Act. Public Service Regulations.

DUTIES : Assist in administrative support leading to the formalization of Public Transport Operations through registration: Validating the received documents for registration and or de-registration of public transport operators and their vehicles. Assist in the maintenance of registration data base: Request and receive, per association, the lists of deceased and or In-Active members for de-registration purposes- annually and as per the need. Assist in the preparation of letters to these members/relatives notifying them of the request by their associations. Assist in the preparation of memorandum for approval and capturing/registration/de-registration. Assist in monitoring the compliance by registered operators and their associations with the prescribed minimum standards: Assist in the preparation of reminders to local associations leading to Voter Education, Nominations, Elections - to ensure the fairness of the process. Assist in the coordination of the Inauguration and Training of the newly elected Local Association Executive, and monitoring and assisting the newly elected executive in executing its duties. Assisting in Coordinating the Association Annual General Meetings.

ENQUIRIES : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504

e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

NOTE : In terms of departmental EE targets, African females with disabilities are encouraged to apply.

POST 23/335 : **DRIVER/OPERATOR: SPECIAL MAINTENANCE REF NO: DOT 327/07/2023**

SALARY : R171 537 – R199 461 per annum (Level 04), annual salary range

CENTRE : Chris Hani

<u>REQUIREMENTS</u>	:	NQF Level 3 / (Grade 10 certificate or equivalent), Valid Code 10-14 driver's license (Grader Operator Licence), 3 years' road/ maintenance related experience. Valid Competency Construction Plant Certificate. Knowledge: Knowledge of grading, patch gravelling, slope cutting, mitre drain cutting, side drain cutting, reshaping, Re-gravelling of gravel roads will be an added advantage, Knowledge of roadside maintenance, Road Safety rules.
<u>DUTIES</u>	:	Drive and operate heavy machine through inter alia the ff; Inspection of the machine /equipment and report defects, Complete vehicle logbook, trip authorization for the vehicle Detect minor vehicle defects check level and condition of oil, fuel, tyres, and water. Set the machine according to specification for blading. Operate machine in line with, machine guidelines as prescribed in the manual.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/336</u>	:	<u>DATA CAPTURER: INNOVATION & EMPOWERMENT REF NO: DOT 328/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 537 – R199 461 per annum (Level 04), annual salary range Amathole A National Senior Certificate. No experience. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
<u>DUTIES</u>	:	Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit Data. Provide data management services. Make regular backups of data. Update registers and statistics. Provide record keeping services. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674/ 7539/ 7572/ 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/337</u>	:	<u>DATA CAPTURER: COMMUNITY DEVELOPMENT (CBP)</u>
<u>SALARY CENTRE</u>	:	R171 537 – R199 461 per annum (Level 04), annual salary range OR Tambo District (Ref No: DOT 329/07/2023) (X2 Posts) Alfred Nzo (Ref No: DOT 330/07/2023)
<u>REQUIREMENTS</u>	:	A National Senior Certificate. No experience. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics will be an added advantage.
<u>DUTIES</u>	:	Provide data capturing services: Receive and record data. Capture data from available records into the required formats e.g., databases, table, and spreadsheet. Provide data verification services: Verify query missing data errors observe during data entry. Review and validate all data from the records. Submit data. Provide data management services: Make regular backups of data. Update registers and statistics. Provide record keeping services: Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674/ 7539/ 7572/ 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.

<u>POST 23/338</u>	:	<u>DATA CAPTURER: DISTRICT TRANSPORT REGULATION REF NO: DOT 331/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 537 – R199 461 per annum (Level 04), annual salary range Pakade A National Senior Certificate. No experience. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
<u>DUTIES</u>	:	Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POSTS 23/339</u>	:	<u>DATA CAPTURER: EPWP COORDINATION & MONITORING REF NO: DOT 332/07/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 537 – R199 461 per annum (Level 04), annual salary range Head Office KWYT A National Senior Certificate. No experience. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
<u>DUTIES</u>	:	Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/340</u>	:	<u>DATA CAPTURER: INNOVATION & EMPOWERMENT REF NO: DOT 333/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 537 – R199 461 per annum (Level 04), annual salary range Amathole A National Senior Certificate. No experience. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
<u>DUTIES</u>	:	Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit Data. Provide data management services. Make regular backups of data. Update registers and statistics. Provide record keeping services. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/341</u>	:	<u>DRIVER OPERATOR: ROLLER OPERATOR – CONSTRUCTION UNIT REF NO: DOT 334/07/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 537 – R199 461 per annum (Level 04), annual salary range In-House Construction – Makhanda Grade 10 / STD 8 School Report. Valid Roller operator certificate of competence is compulsory (Expired certificates will not be considered). 3 years road related experience of which 1 year as a construction plant operator. Valid code C1/ C/ EC driver's licence will be an added advantage. Knowledge: Must possess a high degree of integrity and trust along with the ability to work independently. Road Safety rules.
<u>DUTIES</u>	:	Pre-checking of machinery before operating. Road safety management. Operate Roller in a safe appropriate manor. Ensure adequate compaction intervals as directed by supervisor. Determine speed direction of machine, based on knowledge of compressibility of material under changing temperatures, so that ridges are not formed by excessive pressure.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including people with disabilities.
<u>POST 23/342</u>	:	<u>DRIVER MESSENGER</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 – R170 598 per annum (Level 03), annual salary range Head Office-KWT Lease Maintenance & Work Environment (Ref No: DOT 335/07/2023) Information Management (Traffic Infringement) (Ref No: DOT 336/07/2023) Amathole (Ref No: DOT 337/07/2023)
<u>REQUIREMENTS</u>	:	NQF level 3 (Grade 10 certificate or equivalent). Driving License. Professional Driving Permit. 7 to 12 months driving experience. Knowledge: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, Aptitude of figures.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	:	In terms of departmental EE targets, African females with disabilities are encouraged to apply.
<u>POST 23/343</u>	:	<u>ROAD WORKER: CONSTRUCTION SITE MANAGEMENT SERVICES REF NO: DOT 338/07/2023 (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 – R170 598 per annum (Level 03), annual salary range Makhanda ABET Level 2, Valid Code 10 Driver's Licence. 3 years road related experience. Must be healthy and physically fit. Preparedness to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
<u>DUTIES</u>	:	Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.

- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply.
- POST 23/344** : **ROAD WORKER: SPECIAL MANTAINANCE REF NO: DOT 339/07/2023**
- SALARY** : R147 036 – R170 598 per annum (Level 03), annual salary range
CENTRE : Chris Hani District
REQUIREMENTS : ABET Level 2, Valid Code 10 Driver’s Licence. 3 years road related experience. Must be healthy and physically fit. Preparedness to work after hours. Knowledge: Good communication skills. Self-management ability. Ability to read and write.
- DUTIES** : Bush clearing and vegetation control. Culverts installation and cleaning. Road marking. Road signs, guard rails, culverts and kilometre marker installation. Gravel roads and surface roads maintenance. Loading and off-loading of material. Concrete work and steel fixing. Digging of trenches, cleaning of mitre and side drains. Washing of machinery and cleaning of workshops and tools. Surface road porthole patching. Gabion installation and erosion control. Fence installation.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply
- POST 23/345** : **GENERAL ASSISTANT: TRAFFIC LAW ENFORCEMENT**
- SALARY** : R125 373 – R145 077 per annum (Level 02), annual salary range
CENTRE : Kinkelbos (Ref No: DOT 340/07/2023)
Grahamstown (Ref No: DOT 341/07/2023)
Humansdorp (Ref No: DOT 342/07/2023)
- REQUIREMENTS** : ABET. No previous experience required, however, exposure in the environment will be an advantage. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills.
- DUTIES** : Perform general work assistance: Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant workstations.
- ENQUIRIES** : can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African females with disabilities are encouraged to apply.