

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HUMAN SETTLEMENTS**

APPLICATIONS

: Applicants are encouraged to apply via the e-recruitment system. However, applications can be forwarded via one of the following options: Utilize the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> OR Hand delivery: The Director: Human Resource Management, Department of Human Settlements, 31-33 Phillip Frame Road, Chiselhurst, East London. Courier Services: The Director: Human Resource Management, Department of Human Settlements, 31-33 Phillip Frame Road, Chiselhurst, East London. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: YolandaS@ecdhs.gov.za (NB: For technical glitches only – No CVS). Technical support is limited to working hours: (08:00 am to 16:30pm Mon-Thurs and 08:00 am to 16:00 pm on Fridays). Should you submit your applications/CV to: YolandaS@ecdhs.gov.za and not as specified, your application will be regarded as lost and will not be considered.

**FOR ATTENTION
CLOSING DATE
NOTE**

: Mrs W. Hartzenberg Tel No: (043) 711 9685 / Mr M. Kana Tel No: (043) 711 9743.
: 22 September 2023

: 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 and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment).

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 32/102 : **DIRECTOR: INTEGRATED HUMAN SETTLEMENTS PLANNING REF NO: DHS01/09/2023**

SALARY : R1 162 200 per annum (Level 13), all-inclusive package
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in B. Admin /Public Administration/Social Science/Development Studies/ Public Management as recognised by SAQA with 5 years' experience at a middle/senior management level. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's license.

DUTIES : Monitor the development, review, and evaluation human settlements plan in line with sector plans. Facilitate the development and review of provincial human settlements development plans. Support municipalities in the development of housing sector plans and evaluation of housing chapter of IDP's. Monitor the development of policies, plans and strategies for consideration at execution and political level. Liaise with relevant stakeholders at municipal level and determine lines of communication. Facilitate the establishment of formal and informal forums relating to policy, strategy, norms and standards. Update the role players about imminent housing policy developments. Interact with National and Provincial departments and attend housing forums to keep abreast of most recent policies and objectives. Monitor the development and review of technical planning for human settlements including spatial planning. Provide of project planning related services. Provide support for the facilitation of project planning. Monitor feasibility studies of the projects. Assess project readiness. Monitor geo-tech, planning services, EIA and other related technical professional services. Facilitate the provision of spatial reference data and facilitate effective planning on housing delivery. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage assets of the directorate. Audit plan. Financial management. Monitor the planning and reporting of the directorate programs. Manage and mitigate risk in the directorate. Monitor the development and the implementation of the directorate standard operating procedures. Attend to internal audit and AGs RFIs and Audit outcomes and findings.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/103 : **DIRECTOR: SALES AND TRANSFERS REF NO: DHS02/09/2023**

SALARY : R1 162 200 per annum (Level 13), all-inclusive package
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in B. Admin/Public Administration/Real Estate (Property Practice) Public Management as recognised by SAQA with 5 years' experience at a middle/senior management level. Highly diligent, confident candidates with substantial management experience A sound knowledge and

functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's license.

DUTIES

: Monitor the development and implementation of housing asset management policy. Evaluate national, provincial and other policies relating to state owned housing assets. Facilitate the drafting of policies and strategies. Monitor the implementation and review of policies. Monitor the administration and maintenance of the housing debtor system, land and residential building asset register. Facilitate the designing and maintenance of systems. Monitor and review procedures and strategies. Monitor the administration of sales and rental/deed of sale contracts. Facilitate the establishment and maintenance of procedures and criteria for evaluation of rental and deed of sale contracts. Facilitate the establishment and maintenance of rental and deed of sale contracts database. Monitor the phasing out programme and implementing of the Enhanced Extended Discount Benefit Scheme. Facilitate the designing and maintenance of systems to ensure monitoring and supervision of the system and register. Promote the programme and scheme. Monitor the maintenance of state-owned housing assets. Facilitate the development of policies and procedures to ensure quality maintenance of state-owned assets. Facilitate the designing and maintenance of systems to ensure adequate monitoring and supervision of the assets. Manage the appointment of service providers. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement, and maintain effective and efficient communication. Manage assets of the directorate. Audit plan. Financial management. Monitor the planning and reporting of the directorate programs. Manage and mitigate risk in the directorate. Monitor the development and the implementation of the directorate standard operating procedures. Attend to internal audit and AGs RFIs and Audit outcomes and findings.

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POST 32/104

: **DIRECTOR: COMMUNICATION MANAGEMENT REF NO: DHS03/09/2023**

SALARY

: R1 162 200 per annum (Level 13), (all-inclusive package)

CENTRE

: Head Office (East London)

REQUIREMENTS

: National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in Communication/Journalism/Media Studies/Public Relations as recognised by SAQA with 5 years' experience at a middle/senior management level. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Must have a valid driver's license and willing to travel. Able to work under pressure and difficult deadlines.

DUTIES

: The directorate is responsible to provide communication and media liaison services of the department. The position comes with great responsibility of managing information content both internally and externally and deliver relevant information to employees and public. Communications Directors are accountable for public perception of a department and managing this perception from various media platforms involves developing cohesive communication, marketing strategies and implement the strategies. Great understanding the importance of timing and setting and responding to crisis and setbacks and pre-emptive planning. In-depth knowledge on branding guidelines. Oversee management and maintenance of Information Centre (Library). Oversee a team of diverse communications personnel

different roles and functions. Oversee management, planning and execution of internal and external events. Ensuring that information released is consistent with the strategy at large and mandate of the Department. Manage the department's image in the digital space, traditional media (print, electronic etc.) all social media channels such as Facebook, Twitter, Google, YouTube etc. Cultivating an environment of readiness and alertness and maintaining an awareness of risks and threats. Ensure quality control of all information released and manage positive image and identity of the department. Management of audio-visual services, content management and graphic designing support services. Management of digital photographs, speeches, visuals on CDs and DVDs. Designing of layout of all strategic documents. Production of videos, adverts and documentaries for external and internal use. Creation and maintenance of an audio-visual library. Provision of public address-sound system for official functions, seminars and conferences. Provision of photography and videography services. Facilitate the provision of language management services in terms of Language Act of 2012. Provide translation services. Language promotion and literature development and publishing. Manage the allocated resources of the directorate. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Must have excellent analytic skills in communication (both written and verbal), digital management with deep understanding of social media platforms and channels. Strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management, change management and service delivery innovation.

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POST 32/105 : **DIRECTOR: GRANT MANAGEMENT REF NO: DHS04/09/2023**
Purpose: To monitor housing sales, transfers, and assets.

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive package)
: Head Office (East London)
: National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in Public Administration/Finance/Cost and Management Accounting/Information Systems as recognised by SAQA with 5 years' experience at a middle/senior management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES : Management and administration of the human settlement grant and other related funds. Monitor all approved conditional grant cash flows (CGBP). Monitor approved revised cash flows for mid-year review. Monitor grant allocation committed on BAS. Monitor timely settlement and accounting of all creditors in compliance with financial prescripts. Monitor monthly and quarterly grant performance reports to National Department of Human Settlements and Treasury. Monitor trust accounts reconciliation. Management and administration of the housing subsidy system in the implementation of human settlements development grant. Monitor timely beneficiary approvals and transfers. Monitor credible reports HSS/BAS reconciliation, project financial and non-financial report. Monitor support to accredited municipalities and districts. Monitor captured CGBP on HSS as per the National Practice note. Effective management of audit intervention plan, risk function with grant management. Monitor risks identified incorporated in the risk register for the component. Monitor audit findings from the audit management report and resolve them. Monitor monthly cash flow projection per project. Monitor grant performance report. Manage the allocated resources 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 assessments of all sub-ordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. 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. Ensure sound employee relations in terms of the applicable labour legislation. Ensure that policy, systems and procedures to manage discipline are implemented and maintained. Implement a human resource development strategy for the unit. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff. Knowledge of applicable legislations and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

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POST 32/106 : **DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION REF NO: DHS05/09/2023**
Purpose: To provide institutional performance assessment and programme evaluation services.

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive package)
: Head Office (East London)
: National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in Public Administration/Finance/Cost and Management Accounting/Information Systems as recognised by SAQA with 5 years' experience at a middle/senior management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES : Manage strategic leadership to the institutional performance assessment and programme evaluation. Review and implement a monitoring and evaluation framework. Provide assistance to programmes in the design of a monitoring and evaluation systems with associated procedures. Review the component strategic plans (strategic plan, annual performance plan and annual operational plan). Manage and compile institutional performance and strategic reports. Co-ordinate the component budget, financial expenditure and submission of statutory reports (IYM, Quarterly, Half Year and Annual Reports)/ Report and comment on findings at relevant forums and handle high level ad hoc requests for information. Provide an advisory and support service to maintain appropriate levels of monitoring and evaluation outputs. Manage assessment department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Analyse, monitor and evaluate reports and performance. Submit findings, recommendations and institute remedial actions where appropriate. Review strategic risks and implement action plans. Manage audit improvement plans. Monitor, evaluate and report on programme performance aligned to statutory prescripts. Monitor and report on progress of housing programmes. Annual reports, quarterly performance reports, electronic quarterly performance report (EQPRS), half year performance reports, co-ordinate quarterly conditional grant review report, manage evaluation of programme interventions, manage and conduct project level monitoring to assess project performance, manage audit of performance objectives. Manage the allocated resources 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 sub-ordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. 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. Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation, strategic capability and leadership, programme and project management, service delivery innovation, people management and empowerment skills.

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POST 32/107 : **DIRECTOR: INTERNAL AUDIT REF NO: DHS06/09/2023**
Purpose: To monitor departmental internal audit activities.

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive package)
: Head Office (East London)
: National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in Accounting/Auditing as recognised by SAQA with 5 years' experience at a middle/senior management level. Certified Internal Auditor (CIA) or Professional Internal Auditor relevant (PIA) professional certificate is compulsory. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES : Monitor the core functioning of internal audit activity. Provide strategic direction and leadership. Support the accounting officer in maintaining effective and efficient controls in achieving the objectives of the department. Evaluate and contribute to the improvement of the departments governance, risk management and internal control systems. Manage the collection of information for audits and compilation of internal reports tot the accounting officer and audit committee. Report on the performance of internal audit activities and results of internal audit engagements. Manage the monitoring of the policy and legislative framework to ensure cognisance is taken on new developments. Manage the development and maintenance of internal audit methodologies, policies and procedures. Provide advise and guidance to the internal and external role players on the requirements and implementation of internal audit methodologies, policies and procedures. Develop, implement, monitor and review the effectiveness of the quality assurance improvement programme. Manage support to the audit committee. Monitor and report on the implementation of interventions identified as outcomes of audits. Monitor the development of strategic internal audit plans. Manage the identification of the key risk areas for the institution emanating from the current operations as set out in the strategic plan and risk management strategy. Develop a three (3) year rolling and one (1) year operational risk based internal audit plans. Monitor the effective management of identified and potential risks to ensure the attainment of the units objectives. Conduct risk assessment to identify potential threats to non-attainment of the units objectives. Design controls to manage the identified and potential risks. Manage and report progress on the implementation of risk mitigation strategies employed. Manage the allocated resources of the Directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient

communication. Manage assets of the directorate. Financial management. Monitor the planning and reporting of the directorate programs. Monitor the development and the implementation of the directorate standard operating procedures. Attend to internal audit and AGs RFI and Audit Outcomes and findings.

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POST 32/108 : **DIRECTOR: LEGAL ADVISORY SERVICES REF NO: DHS07/09/2023**
Purpose: To provide legal administrative support and litigation services.

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech in Law as recognised by SAQA with 5 years' experience at a middle/senior management level. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and stringent deadlines. Assertiveness and confident. Knowledge of Public Service Act and Regulations, Public Finance Management Act, Housing Act 1997, Social Housing Act No 16 of 2008, Minimum information on Security Act, PAJA, PoPI Act, Labour Relations Act. Must possess a valid driver's licence

DUTIES : Monitor legal administrative services to the department. Manage legal documents e.g. tender documents, guarantees, contracts, memoranda of understanding and agreements. Manage consultations with legal advisors and experts. Manage research, initiate, and contribute to the development and review of regulatory frameworks and policies. Manage legislation and accompanying memoranda. Manage legally based queries and complaints of service providers and the public. Manage adjudication settlements in the case of persons who have entered into agreements with the Department. Monitor legal advice and initiate litigation on behalf of the department. Manage direction with regards to case merits (e.g. debt recovery, summonses and applications). Manage consultation with and instruct State Attorney. Manage compilation and obtain affidavits, statements and case particulars. Manage consultation policy documents and legal handbooks. Manage consultation with departmental/technical experts. Manage loco inspections. Manage court records and evidential material. Prepare case files. Manage timeframes and filing of case documentation. Monitor legal advisory services to the department. Manage co-ordination between legal matters of the department. Manage legal opinion. Manage advise on merits of cases and appeals. Monitor climate conducive to legal awareness and compliance. Manage institute measures to raise legal awareness within the department. Manage departmental policies and strategies in compliance with applicable national and provincial legislation. Manage legal interpretations in line with national and provincial intent and objectives. Manage report on quasi-judicial and administrative processes and procedures. Manage advice with regards to investigations into irregularities. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage assets of the Directorate. Audit plan. Financial management. Monitor the planning and reporting of the directorate programs. Manage and mitigate risk in the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit and AGs, RFI and Audit Outcomes and Findings.

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OTHER POSTS

POST 32/109 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: DHS 08/09/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive package
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognised by SAQA in Human Resource Management/B. Admin/Industrial Psychology/Public Administration/Public Management or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Knowledge of PERSAL with at least an Introduction to PERSAL Certificate. Must possess a valid driver's license.

DUTIES : Manage the implementation of performance management and development system. Facilitate the development and disseminate the annual PMDS implementation plan. Monitor and report on the implementation of the annual PMDS plan. Provide statistical reports on submitted performance agreements, quarterly reviews and annual assessments for SMS Members and salary level 1-12. Facilitate the awarding of performance incentives. Facilitate the signing of performance agreement and semester reviews by the HOD. Monitor the manual and persal PMDS reports. Facilitate the issuing of circulars as reminders for submission of PMDS documents. Manage non-compliance regarding submission of performance management documents. Facilitate the submission of EPMDS reports. Manage the validity, effectiveness and efficiency of the performance management system. Develop procedure manual for the implementation of the departmental EPMDS policy for salary levels 1-12. Develop the standard operating procedure for the EMPDS. Conduct the validation process of SMS members performance agreements. Communicate determinations and directives on the implementation of the EPMDS policy. Develop the departmental EPMDS policy. Conduct capacity building workshops. Manage the establishment and operations of the EPMDS committees. Facilitate the establishment of the EPMDS moderation committees. Facilitate the validation of the submitted PMDS assessments. Facilitate the establishment of the EPMDS moderation committees. Facilitate the validation of the schedule for Branch and Departmental Moderation Committee sitting. Provide technical support during moderation committee proceedings. Facilitate the preparation of memorandums and excel spreadsheets for the awarding of performance incentives. Facilitate the preparation and the issuing of the outcomes of the moderation process. Manage the resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and maintain effective and efficient communication. Conduct weekly operational meetings with the team.

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POST 32/110 : **DEPUTY DIRECTOR: NETWORKS IT INFRASTRUCTURE MANAGEMENT REF NO: DHS09/09/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive package
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognised by SAQA in Computer Science/Information Technology Management/Computer Engineering//Information Technology or equivalent qualification with five (5) years' experience. 3 years working experience as an Assistant Director. Knowledge of minimum information on security act, government wide enterprise architecture framework, corporate governance of ICT Policy

DUTIES

Framework, protection of personal information act. Must possess a valid driver's license.

- : Manage the installation, configuration, maintenance of servers, networks, and cloud infrastructure. Facilitate the configuration of desktops and servers. Facilitate consultations with service providers for LAN, Cloud and server support. Facilitate the desktop support, instructions, and training. Manage and monitor server performance. Facilitate the continuous and installation of windows update. Facilitate the creation of user accounts and mailboxes. Facilitate and maintain uptime of LAN link. Manage and maintain ICT infrastructure, ICT risks and ICT security. Facilitate the implementation, management and maintenance of IT continuity plans and ICT Security infrastructure. Manage the storage and backups of Departmental Data and Information. Maintain availability of user data. Facilitate the implementation and management of antivirus, anti-malware and patch management solution. Develop and facilitate the implementation of IT security policies on the safe keeping and storage of data. Conduct IT security reviews and IT risk assessments. Manage and maintain ICT services and ICT assets. Facilitate the management and resolution of user's problems. Facilitate the management and maintenance of ICT service charter. Facilitate the management and installation of network devices. Facilitate the management and maintenance of user rights and user access reviews. Facilitate the implementation and management of ICT service desk system. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the plan. Manage the employee conditions of service and allocation of resources of the sub-directorate. Maintain sound employment relations. Establish and maintain effective and efficient communication. Conduct monthly operational meetings with the team.

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POST 32/111

- : **DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION REF NO: DHS10/09/2023**

SALARY
CENTRE
REQUIREMENTS

- : R811 560 per annum (Level 11), all-inclusive package
- : Head Office (East London)
- : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in B. Admin/Public Administration/Social Science/Public Management or equivalent qualification with 5 years' experience. 3 years' experience as an Assistant Director. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid drivers' license.

DUTIES

- : Manage the co-ordination of compliance performance reports. Manage compliance to submission dates as per the M&E Policy Framework. Quality assures quarterly reports. Compile quality quarterly reports and facilitate adherence to the submissions. Compile half-year reports for all programme and facilitate adherence to the submissions. Consolidate annual reports for the department. Manage consultation and submission of all operational, performance information human resource information and annual financial statements for the completion of the annual report. Manage submission of the completed report to AG provincial. Provide guidance on systems descriptions and process flows review. Manage programme performance audits. Develop template for programme performance audit. Provide guidance on the audit. Manage the process of programme performance audit. Quality assures reports on findings. Manage evaluation of departmental programs. Communicate moderate results to the top management. Implement a tracking tool to monitor progress on action plan. Manage project level monitoring to assess project performance. Provide guidance on planning and execution of project level monitoring. Conduct site visits (regional representative, site briefing, site visit, plenary). Quality assurance the reports and circulate to the districts. Manage the resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit plan. Manage the

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| | | assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and main effective and efficient communication. Conduct weekly operational meetings with the team. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za |
| <u>POST 32/112</u> | : | <u>PROFESSIONAL CONSTRUCTION PROJECT MANAGERS GRADE A, B AND C (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R795 147 per annum, (OSD) Sarah Baartman (Ref No: DHS11/09/2023) (Gqeberha) OR Tambo Region (Ref No: DHS12/09/2023) (Umthatha) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate/National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience/ BTech (Built Environment field) with four years certified managerial experience/Honours degree in any Built Environment field with a minimum of 3 years' experience or equivalent qualification. (Human settlements experience will be an added advantage. Solid proven experience in project planning and project management. Compulsory registration with the South African Council for Project and Construction Management professionals (SACPMP) as a Professional Construction Project Manager on appointment. (Provide valid registration certificate. 3 years working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup. Human Settlements will be an added advantage. Must possess a valid driver's license and must be willing to travel. |
| <u>DUTIES</u> | : | Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope and, effectively apply methodology and enforce project standards to minimise risk on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager and manage project budget and resources. Office administration. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilise resources allocated effectively. Research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies; and liaise with relevant bodies/councils on project management. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za |
| <u>POST 32/113</u> | : | <u>CONTROL WORKS INSPECTOR REF NO: DHS13/09/20203</u> |
| <u>SALARY CENTRE</u> | : | R527 298 per annum (Level 10) Nelson Mandela Bay Metro (Gqeberha) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in the Built environment, Civil Engineering/Building and Construction or equivalent qualification with 3 years' experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements will be an added advantage. Must possess a valid driver's license. |
| <u>DUTIES</u> | : | Facilitate, co-ordinate and control the implementation of new works, repairs, renovations, and maintenance. Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project |

progress meetings with relevant stakeholders. Update works control system. Provide reports, estimates, and recommend. Monitor expenditure and payments. Verify accuracy of tender documents, specifications, and bills of quantities. Promote and assist SMME's, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Facilitate the compilation of the relevant project documentation for new and existing structures. 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 and consultants. Provide advice and guidance to contractors and consultants in respect of compliance to legislations, regulations, and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations, and procedures. Verify invoices and certify progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Administer contracts. Facilitate and resolve problems emanating from projects and develop progress reports on projects.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/114 : **ASSISTANT DIRECTOR: HOUSING ASSET MANAGEMENT REF NO: DHS14/09/2023**

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B.Degree (NQF level 7) in B.Admin/Public Administration/Real Estate (Property Practice)/Public Management or equivalent qualification with 3 years supervisory experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's license.

DUTIES : Provide effective and efficient management of government immovable assets. Facilitate management of immovable assets. Check and update the asset register and movement that happened thereof. Facilitate the utilisation of immovable assets. Verify immovable assets received from DPWI and former housing board properties. Follow up with conveyancers until the transfer of the mother erven has taken place. Facilitate the maintenance of housing properties. Facilitate efficient and effective transfer of the housing stock. Check, verify registers for different housing stock to be transferred. Request the list of beneficiaries from the municipalities for transfers. Provide support to all municipalities with pre 1994 properties. Request conveyancers' reports. Prepare status quo report. Visit projects and provide reports. Management of resources. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/115 : **ASSISTANT DIRECTOR: INFORMAL SETTLEMENTS UPGRADING REF NO: DHS15/09/2023**

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognised by SAQA in B.Admin/Public Administration/Social Science/Development Studies/Public Management or equivalent qualification with 3 years' supervisory experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public

DUTIES

service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's license.

: Facilitation integrated sustainable human settlements through the upgrading of informal settlements. Source updated informal settlements list from municipalities. Facilitate the feasibility studies of assessment, categorisation, and plan of prioritised informal settlements. Facilitate engagement of service providers with the respective council and communities. Facilitate the completion of upgraded plans. Facilitate the procurement processes for the upgrading of informal settlements. Facilitate the implementation of the upgrading informal settlements projects. Facilitate the implementation process of upgrading projects from the municipalities. Facilitate the prioritization of projects for implementation through project packaging. Facilitating the project and funding approval for upgrading informal settlements. Facilitate the completion of projects in the upgrading of informal settlements. Establish partnerships with sector departments and ensure the upgrading of informal settlements. Collaborate with all upgrading project stakeholders in ensuring projects are efficiently implemented. Facilitate project claim payments. Facilitate all necessary phase(s) are closed out in the process for upgrading success. Coordinate and facilitate the implementation of social-economic amenities. Facilitate the feasibility studies and the needs analysis assessment. Source project funding for social and economic facilities. Establish partnerships with sector departments and other users to ensure project success. Facilitate procurement and the contracting process. Collaborate with district offices in ensuring project implementation processes are conducted. Facilitate project claim payments. Facilitate close-out process, handover and utilization. Manage the allocated resources of the directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and maintain effective and efficient communication. Conduct weekly operational meetings with the team. Support strategic leadership and risk management through directorate including IGR.

ENQUIRIES

: Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/116

: **ASSISTANT DIRECTOR: CAPACITY BUILDING AND MUNICIPALITY SUPPORT REF NO: DHS16/09/2023**

SALARY

: R527 298 per annum (Level 10)

CENTRE

: Head Office (East London)

REQUIREMENTS

: National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF level 7) as recognised by SAQA in Social Science/Developmental Studies/Human Settlements/Public Administration/B. Admin/Public Management or equivalent qualification with 3 years supervisory experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's license.

DUTIES

: Conduct capacity assessment of municipalities. Prioritise identified municipalities for assessment and facilitate the assessment process. Organise meetings with the identified municipalities. Conduct walkthrough and or desktop assessment of the municipalities. Collate data and compile the assessment report. Facilitate feedback session for the assessed municipalities. Organise meetings with the assessed municipalities for feedback. Present to the municipality's outcomes of the assessment. Monitor performance of the accredited municipalities. Establish communication lines and working relations with officials at municipalities. Request reports from the from the two accredited municipalities to assess performance. Design and implement practical and acceptable monitoring instruments. Provide support towards accreditation of municipalities. Assess the current capacity of municipalities against the required capacity. Identify gaps and provide interventions. Provide financial support with the development of the business plan.

Work in collaboration with National for the final assessment done by an Independent Capacity Compliance Assessment Panel. Issue a compliance certificate. Draft submission soliciting MEC approval for those found competent. Establish the capacity status of the municipalities. Analyse assessment reports. Consolidate municipal project information. Identify problem areas and deficiencies. Implement support mechanisms. Co-ordinate establishment of National Housing Needs Register in municipalities. Coordinate support to municipalities with NHNR. Monitor performance of municipalities on NHNR and provide support where needed. Monitoring Hands-on support programme. Monitoring Unemployed Graduates Program.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/117 : **ASSISTANT DIRECTOR: BAS SYSTEM CONTROLLER REF NO: DHS17/09/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF Level 7) as recognised by SAQA in Financial Management/Internal Auditing/Cost and Accounting Management or equivalent qualification with 3 years supervisory level. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management, performance management.

DUTIES : Develop and maintain user accounts. user ID's and grant access to the system, reset and maintain passwords, issue functions to users, verify user accounts, monitor user activities, and record appropriate actions executed. Maintain the basic accounting system (BAS) for utilisation. Maintain transaction processing rules in the system. Maintain item function rules. Maintain departmental parameters. Link printers to users. Facilitation of third-party interface. Monitor and facilitate clearance of exceptions. Facilitate clearing of interface exceptions. Monitor the clearance of suspense accounts. Establish and maintain communication between BAS and relevant source system. Monitor segregation of duties. Identify and create user workgroups. Allocate users to relevant workflows as per their responsibilities. Maintain departmental chart of accounts. Facilitate the communication between departmental users and national treasury. Investigate all system related issues experienced within the department. Log calls to the logic call centre regarding unsolved issues and follow up on these. Identify training needs and ensure that effective training of users is provided by National Treasury. Attend BAS user forums and represent departmental users in these forums. Communicate new BAS releases to users. People management. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/118 : **ASSISTANT DIRECTOR: SALARY CONTROLLER REF NO: DHS18/09/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF Level 7) as recognised by SAQA in Financial Management/Internal Auditing/Cost and Accounting Management or equivalent qualification with 3 years supervisory level in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management, performance management.

DUTIES : Monitor the optimal use of the PERSAL system by all salary users. Provide user support to salary and finance system users. Distribute PERSAL salary notices/circulars and emphasize issues that require attention. Compile and

maintain departmental PERSAL salary manuals, policies and procedures. Liaise between departmental system users and provincial treasury. Liaise with national treasury on PERSAL salary related queries. Report on the correctness of information on the system. Manage control and audit measures on PERSAL. Liaise with ICT for 100% up time PERSAL system. Facilitate the implementation of instructions issued by National Treasury (PMFA). Evaluate and recommend/reject requested changes to the PERSAL system from salary users (SSC). Analysis and identify any control weakness. Provide PERSAL salary management information reports to salaries and finance. Supply PERSAL reports on specific information to be utilised by management and other users for decision making. Draw salary reports from PERSAL. Draw, analyse and distribute PERSAL salary exception reports. Draw audit control reports from PERSAL. Report on cleaning of exception reports and RACF findings. Facilitate accurate allocation codes on PERSAL for interface with BAS. Maintain up to date establishment on PERSAL. Liaise with BAS Systems Controller regarding all salary related allocations. Monitor linkage of Compensation of Employees allocation codes to the Organisational Structure on PERSAL. Coordinate PERSAL user account management. Maintain security profiles of users. Verify users and communication to Provincial Treasury on user amendments. Review function allocation and user access. Facilitate that security profiles are in sync with segregation of duties. Issue compliance certificates. Review and action RACF reports. Provide documentation to provincial treasury for the creation and maintenance of users (for all centralised departments). Submit and facilitate the accuracy of documentation to provincial treasury to open and close PERSAL salary related codes. Terminate all dormant salary users who have not accessed the system for a period of 90 days and after receiving written confirmation from the section concerned. Facilitate that the documentation is up to date for all profile registrations and changes for salary users. Facilitate the resetting of salary users. Facilitate the training of salary user group. Identify the training needs. Provide person to person training. Facilitate the formal and informal PERSAL training. Train and develop salary users. Report the training conducted for users and submit to HRD.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/119 : **ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: DHS19/09/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office (East London)
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognised by SAQA in Law or equivalent qualification with 3 years supervisory level experience. Knowledge of applicable legislation and prescripts, government programme of action, information management and policies and procedures. Must possess a valid driver's license.

DUTIES : Administer contracts and service legal agreements. Verify documentation for completeness and correctness. Collect information needed for the compilation and administration of the contract. Align contract with the specifications and terms of reference. Compile a draft agreement and facilitate the signing of the contract after amendments. Manage and update the contract register. Manage and monitor contractual obligations. Receive performance report from project management. Attend monitoring meetings in the districts. Analyse information and identify risks. Take appropriate action on identified risks. Issue terminations/notice of breach where appropriate. Facilitate disputes around contracts and service level agreements. Gather all relevant information, analyse and draw conclusions. Attend dispute meetings and provide written legal/contractual opinions. Amend existing contracts and service level agreements in accordance with approved variation orders or resolutions. Submit all relevant documentation and recommendation for legal action in the event of not reaching an agreement. Provide evidence in court as and when required. Supervision of staff. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training,

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| | | and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za |
| <u>POST 32/120</u> | : | <u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: DHS20/09/2023</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R424 104 per annum (Level 09) Head Office (East London) National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF Level 7) as recognised by SAQA in Human Resource Management/B. Admin/Industrial Psychology/Public Administration/Public Management or equivalent qualification with 3 years supervisory level experience. Knowledge of PERSAL with at least an Introduction to PERSAL Certificate. Must possess a valid driver's license. |
| <u>DUTIES</u> | : | Facilitate the establishment for the appointment of branch moderation committees and the assessment appeal panel. Prepare schedule for the branch and departmental moderation committee sitting. Serve as a scribe in the departmental moderation committee and the assessment appeals panel meetings. Attend to Chief Directorate and Directorate moderation sessions at Head Office. Prepare memorandum and excel spreadsheets for the awarding of performance incentives. Prepare letters for the outcome of the moderation process. Monitor compliance with the EPMDS policy. Develop PMDS implementation plan. Conduct capacity building sessions. Validate performance contracts and EPMDS files. Prepare circulars reminding employees about the submission of performance contracts, reviews and final assessments. Identify employees who did not submit performance contracts. Provide administrative support in the section. Attend to written and non-written EPDMS related queries. Attend to general administrative duties. Prepare and submit PMDS status reports on signing assessments. Monitor the capturing of PMDS documents on Persal. Monitor the filing of PMDS documents. Management of resources. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za |
| <u>POST 32/121</u> | : | <u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DHS21/09/2023</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R424 104 per annum (Level 09) Head Office (East London) National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF Level 7) as recognised by SAQA in Human Resource Management/B.Admin/Industrial Psychology/Public Administration/Public Management/Labour Law or equivalent qualification with 3 years supervisory level experience. Knowledge of Labour Relations Act, public finance management act, public service act, monitoring and evaluation, government programme of action, public service regularity framework, information management and performance management. PSCBC and GPSSBC Resolutions. Introduction to PERSAL Certificate will be an added advantage. Must possess a valid driver's license. |
| <u>DUTIES</u> | : | Facilitate and monitor the resolution of grievances. Prepare quarterly, bi-annual and annual reports. Facilitate the implementation of disciplinary procedures. Monitor the appeal process. Represent the department in conciliation and arbitration and monitor the implementation of awards. Represent the department in reconciliation and arbitration. Monitor the implementation of arbitration awards and conciliation agreements. Promote harmonious labour relations. Monitor implementation of collective agreements. Monitor the strike action. Supervision of staff. Establish and maintain effective and efficient communication. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 |

For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/122 : **SENIOR STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: 22/09/2023**

SALARY : R359 517 per annum (Level 08)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in Financial Management/Internal Auditing/Cost and Accounting Management or equivalent qualification with 2 years' experience. Knowledge of public service act, public service regulations, public finance management act, national treasury circulars, treasury regulations, provincial treasury circulars. Ability to work in a team. Be able to work under pressure, tight deadlines, assertive and confident.

DUTIES : Clearing of the PMG exception account. Monitor and clear bank exception account. Monitor bank statement filing. Liaise with banks for queries. Monitor bank balance. Clearing of inter-departmental claims. Record and reconcile inter-departmental debts into books. Compile and send out inter-departmental claims and follow up on payment and receipt thereof. Liaise with other government departments. Dispatch claims. Pay claims in prescribed time. Compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Monitor that the journals are filed in sequential order according to journal number. Reconciliation of accounts. Prepare monthly accounts reconciliation in line with treasury regulations. Submit for inclusion in National Treasury Instruction No. 03 of 2022/2023 before due date. Clear account to achieve zero balance required by Treasury. File of National Treasury Instruction No. 03 of 2022/2023. Record keeping and filing. File journals passed during the month. Verify journal before it is filed. File reconciliation statements in accordance with monthly closure.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/123 : **SENIOR STATE ACCOUNTANT: REBATES OFFICE REF NO: 23/09/2023**
Purpose: To render effective and efficient rebates services.

SALARY : R359 517 per annum (Level 08)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in Finance, Financial Management, Auditing, Accounting/Cost and Management Accounting/Taxation or equivalent qualification with 2 years' experience. Knowledge of public service act, public finance management act, public service regulations, income tax act, treasury regulations. Ability to work in a team. Be able to work under pressure, tight deadline, assertive and confident.

DUTIES : Monitor tax administration, analyse and verify tax calculations. Verify the accumulation of IRP5. Create IRP5's for manual payments. Complete and file monthly EMP 201 before the 7th of each month. Prepare and submit annual and bi-annual tax reconciliation. Attend to tax queries. Monitor, clear and reconcile all salary rebates related suspense accounts in compliance with PFMA and Treasury Regulations. Ensure submission of suspense accounts reconciliations to Financial Control section. Prepare BAS and PERSAL reconciliation and timeously submit to Financial Control for inclusion in Provincial Treasury Regulation 1 of 2018/19. Monitor PERSAL deductions and distribution functions. Facilitate the implementation of different institutions deductions in the system. Monitor payroll distribution functions. File and store salary rebates documents. Supervision of staff. Manage the performance of employees.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/124 : **SENIOR STATE ACCOUNTANT: INTERNAL AND SYSTEMS CONTROL REF NO: DHS24/09/2023**

SALARY : R359 517 per annum (Level 08)

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| <u>CENTRE REQUIREMENTS</u> | : | Head Office (East London) |
| | : | National Senior Certificate, National Diploma (NQF level 6) / B.Degree (NQF level 7) in Finance/Auditing/Accounting/Cost and Management Accounting or equivalent qualification with 2 years' experience. Knowledge of public service act, public finance management act, public service regulations. Preferential procurement policy framework act, treasury regulations. Be able to work under pressure, tight deadlines, assertive and confident. |
| <u>DUTIES</u> | : | Verify supply chain management (SCM) related transactions. Check compliance with applicable SCM prescripts. Check the correctness and completeness of source documents. Check compliance of authorizations with delegation framework, conditions and budget availability before issuing of orders. Identify discrepancies in submitted documents and check alignment with policies and procedures. Observe the bid closing process. Report on incidents of non-compliance and irregularities. Control the document movement, incoming and outgoing. Verify and analyse the submitted payments claims. Monitor compliance with the delegation framework and conditions. Verify correctness and completeness of conditional grant, general payments and salary related claims. Confirm the availability of the allocated budget before a claim is authorised for capturing on PERSAL and BAS. Identify discrepancies and facilitate corrective actions. Provide necessary guidance on applicable limits as per the departmental S&T policy. Provide support during the assessment or irregular, fruitless and wasteful expenditure. Identify and register irregular, fruitless and wasteful expenditure. Run BAS and HSS reports required for assessment or investigation or irregular expenditure. Verify submitted fruitless and wasteful expenditure monthly before reporting. Safeguard face value documents. Keep face value documents in strong room. Issue face value document on request by users. Monitor closure of face value documents during financial year end. Supervision of staff. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za |
| <u>POST 32/125</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: HOUSING PROPERTY MANAGEMENT REF NO: DHS25/09/2023</u> |
| <u>SALARY</u> | : | R359 517 per annum (Level 08) |
| <u>CENTRE REQUIREMENTS</u> | : | Alfred Nzo Region (Kokstad) |
| | : | National Senior Certificate, National Diploma (NQF level 6) / B.Degree (NQF level 7) in Public Administration/BAdmin/Human Settlements/Public Management or equivalent qualification with 2 years' experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' license. |
| <u>DUTIES</u> | : | Facilitate the management of government immovable assets. Verify immovable assets received from the department of Public Works. Monitor the utilisation of immovable assets. Open and update immovable asset register. Make follow-up with the conveyancers until the transfer of the mother erven has taken place. Facilitate the transfer of pre-1994 housing stock. Develop and verify registers for different pre-1994 housing stock to be transferred. Request the list of beneficiaries from the municipality for transfers. Arrange meetings with the municipality for beneficiary administration and the handing over of the title deeds. Prepare status quo report. Provide administrative support duties. File documents. Liaise with the departmental appointed conveyancer on instructions and claims from the municipality. Submit minutes of the monthly meetings held to the Head Office. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za |

POST 32/126 : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS26/09/2023**
Support to the Office of the Head of Department

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in Office Management and Technology/Management Assistant/Administrative Management/Public Management or equivalent qualification with 1 to 2 years' experience. Knowledge of government policies and planning systems, public service regularity framework, presidency policies and procedures and performance management. Must possess a valid drivers' license.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies. 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 personnel administration clerical 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 component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Provide supply chain clerical support services within the directorate. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Liaise with internal and external stakeholders in relation to procurement.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/127 : **STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: 27/09/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in Financial Management/Auditing/Cost and Management Accounting or equivalent qualification with 1 to 2 years' experience. Knowledge of standards for the accounting practice and ethics, general recognised accounting principles, PFMA and accompanying Treasury Regulatory Framework and knowledge of Batho Pele principles. Able to work in a team.

DUTIES : Process and transfer payments of departmental liabilities. Confirm services with end users and compile the invoice for payment. Perform creditors reconciliation. Check for misallocations and compliance with PFMA. Capture payments/invoices to BAS/LOGIS. Attend to suppliers and audit queries. Send payment stubs to suppliers after every disbursement. Update the monitoring tool. Records management. File payment vouchers in a lockable storeroom. Maintain the register for outgoing payment vouchers. Capacitate and monitor institutions on the payment process. Update the invoice register and send to end users. Maintain proper communication lines between the department and suppliers. Constantly remind end users about outstanding invoices. File payment stubs. Monitor commitments.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

POST 32/128 : **CHIEF REGISTRY CLERK: ADMINISTRATIVE SUPPORT SERVICES REF NO: 28/09/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office (East London)

| | | |
|----------------------------|---|--|
| <u>REQUIREMENTS</u> | : | National Senior Certificate, National Diploma (NQF level 6) / B.Degree (NQF level 7) in Archives and Records Management/Library and Information Science or equivalent qualification with 1 to 2 years' working experience. Knowledge of registry duties, practices as well as the ability to capture data and operate a 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. Must possess a valid driver's license. |
| <u>DUTIES</u> | : | Provide registry counter services. Attend to clients. Handle all courier related enquiries. Facilitate the sorting and dispatching of mail. Handle telephonic and other enquiries received. Receive and register hand delivered mail and files. Distribute notices on registry issues. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Facilitate the opening and closing of files according to the record classification system. Facilitate the filing/storage, tracing (electronically/manually) and retrieving of documents and files. Facilitate the completion of index cards for all files. Facilitate the operation of the office machines. Facilitate the opening and maintenance of the franking machine register. Facilitate the franking of post, recording of money and the updating of register on daily basis. Conduct spot checks on post to ensure that no private post is included. Lock post in postbag for messenger to deliver to the 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 amount of letter franked. Process documents for archiving and disposal. Electronically scan files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep record of the archived documents. Keep record daily of number of letters franked. Supervision of staff. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication. Facilitate the use of courier services and the payment of the courier invoices. Ensure the development and implementation of work plans for all subordinates. Ensure that records are safe and files in a proper and correct manner using the departmental file plan. Ensure maximum protection of files against, fire, heat, water and insects. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za |
| <u>POST 32/129</u> | : | <u>ADMINISTRATIVE CLERK: HOUSING SUBSIDY SYSTEMS REF NO: DHS29/09/2023</u> |
| <u>SALARY</u> | : | R202 233 per annum (Level 05) |
| <u>CENTRE</u> | : | Head Office (East London) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, NQF level 4 with no experience. Knowledge of housing code and procedures, public service regularity framework and information management. Human Settlements experience will be an added advantage. |
| <u>DUTIES</u> | : | Provide quality assurance on submitted project claims. Receive certified claims from project management section. Check availability of supporting documents on claims received. Check the availability of project budget and duration of contract on HSS. Administer the processing of claims on housing subsidy system (HSS). Draw status report on HSS to check data quality on sites claimed. Capture claims on housing subsidy system. Records management of project files. Receive fully signed contracts from contracts management. Update index page on project file. File of all contracts received on project file. Retrieve project files required for audit purposes. Administer the processing of non-financial data on HSS. Receive project implementation plan (PIP) spreadsheet from project management. Capture the correct non-financial data on HSS. Inform supervisor about errors on PIP. |
| <u>ENQUIRIES</u> | : | Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za |

POST 32/130 : **CLEANER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS30/09/2023**

SALARY : R125 373 per annum (Level 02)
CENTRE : Sarah Baartman Region (Gqeberha)
REQUIREMENTS : Grade 7 with no experience. Good communication skills and working in a team.
DUTIES : Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the ablution facilities by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**INTERNSHIP PROGRAMME FOR 2023/2024-2024/25
(24 Months)**

OTHER POSTS

POST 32/131 : **CONTRACTS MANAGEMENT INTERNSHIP PROGRAM REF NO: DHS2023/01 (X2 POSTS)**
Directorate: Contracts Management

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : Degree (NQF level 7) in Law / LLB / B-Laws.
ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/132 : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAM REF NO: DHS2023/02 (X1 POST)**
Directorate: Supply Chain Management

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Logistics/Supply Chain Management/Public Administration/Management
ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/133 : **EXECUTIVE SUPPORT TO THE OFFICE OF THE HEAD OF DEPARTMENT REF NO: DHS2023/03 (X1 POST)**
Directorate: Support to the Office of the Head of Department

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Finance / B.Com Economics and Finance.
ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743

APPLICATIONS : For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
 : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/134 : **WELLNESS REF NO: DHS2023/04 (X1 POST)**
 Directorate: Human Resource Management

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Social Work/Social
 Science/Psychology.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel
 No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/135 : **DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT REF NO:
 DHS2023/05 (X2 POSTS)**

STIPEND : R7 043.25 per month
CENTRE : Amathole Region (East London)
REQUIREMENTS : National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Building / Civil
 Engineering / Construction Project Management.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel
 No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/136 : **DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT REF NO:
 DHS2023/06 (X1 POST)**

STIPEND : R7 043.25 per month
CENTRE : Buffalo City Metro Region (East London)
REQUIREMENTS : National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Building / Civil
 Engineering/Construction Project Management.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel
 No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/137 : **SOCIAL FACILITATION AND CUSTOMER CARE REF NO: DHS2023/07 (X2
 POSTS)**

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : Bachelor of Human Settlements (NQF Level 7)
ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel
 No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/138 : **LAND ACQUISITION AND TENURE SERVICES REF NO: DHS2023/08 (X1
 POST)**

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : Bachelor of Human Settlements (NQF Level 7)

- ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
- APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst
- POST 32/139** : **GICTM-SYSTEMS AND SOFTWARE DEVELOPMENT REF NO: DHS2023/0 (X1 POST)**
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R7 043.25 per month
: Head Office (East London)
: Bachelor of Science: Computer Science / IT Software Development (NQF Level 7)
: Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
: For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
- APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

PROVINCIAL TREASURY

- APPLICATIONS** : Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Thelisiwa.nkonyile@ectreasury.gov.za/ OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches only – NO CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified contact person.
- CLOSING DATE NOTE** : 22 September 2023
: 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.

OTHER POSTS

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| <u>POST 32/140</u> | : | <u>DEPUTY DIRECTOR: NORMS AND STANDARDS REF NO: PT 01/09/2023</u> Purpose: To manage the implementation of Financial and Associated Governance Norms and Standards within Provincial Departments. |
| <u>SALARY</u> | : | R811 560 per annum (Level 11) |
| <u>CENTRE</u> | : | Head office: Bhishe |
| <u>REQUIREMENTS</u> | : | A Three-Year Degree (NQF level 7) in Financial Accounting/ Financial Management / Auditing coupled with Minimum of 5 years' relevant experience of which 3 years should be at an Assistant Director level. Skills and Competencies: Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law. Drafting / designing Legal Frameworks. Understanding of Financial Management best practices. Risk Management, Public Sector Accounting and Budget. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness. Developing Others and Diversity Management, Impact and Influence. |
| <u>DUTIES</u> | : | Provide Support and Build Capacity to Enhance PMFA Compliance: Support provincial departments through the implementation of Norms and Standards. Develop and facilitate the implementation of financial norms and standards by all provincial departments. Conduct workshops to provincial departments on the new Financial Management Prescripts Issued. Implement capacity building in the office of the CFO through the provision of advisory services. Support implementation of delegations in Provincial Departments. Develop policies and procedures to ensure compliance with national minimum requirements. Promote Financial Management Accountability: coordinate submission of Financial Management Reports to MECs. Prepare reports on unauthorised expenditure to SCOPA. Prepare reports on irregular expenditure, fruitless and wasteful expenditure to EXCO. Develop and Roll Out Provincial Financial Management Prescripts: Coordinate issuing of Provincial Instruction Notes, Circulars and Guidelines. Facilitate preparation for the implementation of regulations as outlined in the Finance Bill and Provincial Gazettes in terms of DoRA in Provincial Departments. 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 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> | : | Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs). |
| <u>POST 32/141</u> | : | <u>DEPUTY DIRECTOR: FINANCIAL ASSET MANAGEMENT REF NO: PT 02/09/2023</u> Purpose: To Manage and support the implementation of legislations and best practices that ensure sound management of provincial assets (debtors) and liabilities (creditor payments) portfolio |
| <u>SALARY</u> | : | R811 560 per annum (Level 11) |
| <u>CENTRE</u> | : | Head office: Bhishe |
| <u>REQUIREMENTS</u> | : | A Three-year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Management / Management Accounting coupled with Minimum 5 years' |

DUTIES

experience in Financial Accounting of which 3 years must have been at an Assistant Director Level. Skills and Competencies: Cash-Flow Management. Financial Risk Management. Investment Management. Application of PFMA. PERSAL. BAS. Financial Accounting. Policy Analysis. Computer Literate. Analytical Thinking. Communication Skills.

: Ensure Monitoring of Compliance with Payment within 30 Days in terms of the PFMA and National Treasury Regulations by all Provincial Departments: Monitor provincial departments payment cycle to ensure suppliers are paid within 30 days in compliance with National Treasury Regulations 8.2.3. Prepare comparative analysis report and graphical representation of data thereof. Present, communicate and engage provincial departments on outcomes thereof. Engagement with National Treasury on outstanding payments especially for exempted micro enterprises (EMEs) and qualifying small enterprises (QSEs). Respond to all queries received from supplier complaints, as well as to the ad hoc questions from the Legislature with regards to creditor payments. Facilitate and conduct quarterly finance forums for provincial departments to create awareness on best practices in dealing with payment cycle, accruals, and payables. Further ensure the accurate reporting of Annexure B in terms of National Treasury Instruction Note 34. Ensure effective communication and stakeholder management on settlement of accruals and payables. Design template on accruals and payables plan and circulate to departments for completion and monthly submission to Provincial Treasury. Prepare and maintain a schedule of Audited accruals and payables for each provincial department. Prepare quarterly feedback letters to provincial departments. Monitor the performance of creditor reconciliations for major accounts of provincial departments. Provide monthly reports to management. Ensure adequate capacity building in provincial departments. Engage with relevant stakeholders on debtors' management. Manage Area of Responsibility: Sound Administration of a Unit. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

POST 32/142

: **ASSISTANT DIRECTOR: PROVINCIAL MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT 03/09/2023**

Purpose: To render transparent and effective management of movable & immovable assets.

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09)
: Head Office: Bhisho
: A three-year Degree (NQF level 7 as recognised by SAQA) in Financial Accounting / Financial Management / Public Management coupled with Minimum of 3 years' experience in Asset environment at an officer (Level 7 or higher). Skills and Competencies: Knowledge of AM Legislation & Prescripts. Knowledge and application of FMA. Project Appraisals. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Programme management. Financial management skills. Audit Skills.

DUTIES

: Render and Implement Movable and Immovable Asset Management Policy, Norms and Standards: Coordinate the assessments on the extent to which asset

management related controls are implemented within departments. Facilitate and implement strategies to address gaps identified by assessment results. Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Facilitate and coordinate in the development and implementation of appropriate asset management policy. Assist in the management, treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Facilitate and coordinate the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DRPW. Assist in the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. Provide Support in Provincial Departments with Asset Management Capacity Building: Assist in preparation of annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Prepare all the necessary documentation for workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Render Support and Implement Risk, Finance and Supply-Chain Management Protocols and Prescripts in the Area of Responsibility; Identify and manage risks in area of responsibility. Manage the Unit's procurement planning and ensure specifications are developed timeously in compliance with Supply Chain Management prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Provide inputs on financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

POST 32/143 : **SENIOR PROCUREMENT OFFICER: ACQUISITION MANAGEMENT REF NO: PT 04/09/2023**

Purpose: To provide clerical and administrative support to the provisioning administrative services of the department.

SALARY CENTRE REQUIREMENTS

: R359 517 per annum (Level 08)
 : Head office: Bhisho
 : A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Commerce / Supply Chain Management / Procurement / Logistics or any other related qualification coupled by minimum of 2 years' experience in SCM / Logistics / Procurement environment in public sector. Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Policies and Practices, Risk Management Policies and Practices, Financial Accounting, Budget preparation, Good understanding of acquisition and demand management process, Knowledge on office procedure and Bid administration.

DUTIES

: Supervise The Bidding Process: Assist in providing secretariat support services to the Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval) Compile bid documents, Publish tender invitations, Receiving and open bid documents Render Acquisition Clerical Services: Render Secretariat Services For The Quotation Committee Meeting, Facilitate request for quotations Perform authorization functions of requisitions on LOGIS systems, Manage administration of Acquisitions. Undertake Acquisition Support Services: Check, place and verify orders for submission to payments section. Submit copies to Payment Section for processing of payment. Print & attach PA's to batches. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise Human Resources / Staff: Allocate and ensure quality of work for staff members. Personnel development and assess staff performance.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574

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| <u>NOTE</u> | : | For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs). This post is earmarked for a person with disability |
| <u>POST 32/144</u> | : | <u>INTERNAL AUDITOR REF NO: PT 02/09/2023</u> Purpose: To render Internal Audit Services for the Department. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R294 321 per annum (Level 07) Head office: Bhisho A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) (as recognised SAQA) in Internal Auditing or Accounting, coupled with a minimum of two years experience in an internal audit environment. The following will be an added advantage: IAT, PIA, CIA and PCIA; prior experience in Provincial and National Government Departments and Entities and Experience in IT Auditing. Skills and Competencies: Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit Framework and policies. Manage daily employee performance and ensure timely performance assessments of all subordinates; ensure management, maintenance and safekeeping of assets. |
| <u>DUTIES</u> | : | Facilitate the execution of comprehensive audit plan. Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on the draft findings and submit working papers on time to the supervisor. Communicate all issues with the supervisor and client continuously. |
| <u>ENQUIRIES</u> | : | Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs). |
| <u>NOTE</u> | : | This post is earmarked for a person with disability |

DEPARTMENT OF SOCIAL DEVELOPMENT

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| <u>APPLICATIONS</u> | : | <p>Provincial Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. Z Njeza or Post to the Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.</p> <p>Alfred Nzo: The District Director, Department of Social Development, Private Bag X401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counselling Centre, Garane Street for the attention of Mr S Shweni. Enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900</p> <p>Amathole: The District Director, Department of Social Development, Private Bag X9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626</p> <p>Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675</p> <p>Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana Tel No: (045) 808 3709</p> <p>Joe Gqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North. Enquiries may be directed to Ms N. Duba Tel No: (051) 633-1616 OR Ms P Tsuputse Tel No: (051) 633-1609.</p> <p>Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road. Enquiries may be directed to Ms L. Thompson 041 406-5750</p> <p>Sarah Baartman: The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner</p> |
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African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484

OR Tambo: Department of Social Development Private Bag X6000 Mthatha 5099 or hand delivered to office number 10-126 10th floor Botha Sigcawu Building, Corner Leeds and Owen Street, Mthatha, 5099 for attention of Mrs Z Dlanjwa Tel No: (047) 531 2504

The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: zukisa.moyeni@ecdsd.gov.za (NB: FOR Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: zukisa.moyeni@ecdsd.gov.za and not as specified – your application will be regarded as lost and will not be considered.

CLOSING DATE
NOTE

: 22 September 2023
: 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.

OTHER POSTS

POST 32/145

: **SOCIAL WORK MANAGER GRADE 1 REF NO: DSD 001/09/2023**

SALARY
CENTRE

: R878 778 per annum, (OSD)
: Amathole: District Office

REQUIREMENTS

: National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year). A code 8 valid South African drivers' license is a prerequisite. Competencies: Expert knowledge of the Children's Act, 2005 with specific reference to Chapter 13, Prevention of and Treatment for

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| | | Substance Abuse Act, 2008, Child Justice Act, 2008 and Restorative Justice Process. An understanding of Child and Youth Care Systems including expert knowledge of the Minimum Standards of Child and Youth Care. Inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law in a secure care environment. Strategic planning skills. Sound knowledge of the Labour Relations Act of 1995 as well as the grievance procedure. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills. |
| <u>DUTIES</u> | : | Provide strategic leadership to the Centre through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Ensuring that there are good employee relations within the institution. Ensuring that all professionals within the centre are registered with the SACSSP. Develop and strengthen relationships with the NPO sector and other. Government Departments and agencies within the Criminal Justice System. Ensure alignment of plans and budgets. Manage the finances of the Centre in line with the Public Finance Management Act. Analyse policies and develop programmes at the Centre for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialized nature within defined area(s) of specialization with regard to the care, support, protection and development of children through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willingness to travel |
| <u>ENQUIRIES</u> | : | Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za |
| <u>POST 32/146</u> | : | <u>SOCIAL WORK POLICY MANAGER: CHILD CARE & PROTECTION REF NO: DSD 002/09/2023</u> |
| <u>SALARY</u> | : | R878 778 per annum, (OSD) |
| <u>CENTRE</u> | : | Provincial Office (Bhisho) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 10 (ten) years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Expert knowledge of the: Social Service Profession's Act 110 of 1978, White Paper for Social Welfare 1997, Quality Assurance Framework for Social Welfare Services, Social Welfare Services Framework 2013, Supervision Framework with its Revised Generic Intervention process tools and a good understanding of Guidelines for the Management of workload of Social Service Practitioners (SSPs). Knowledge of Legislations of all Core Programmes of the Department such as Children's Act 38, 2005 as amended, Older Person's Act 13, 2006, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008. Innovative: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Problem solving and analysis: Must be able identify, define and solve problems by analysing situations and applying critical thinking. Diversity management: Must be able to work effectively and co-operatively with persons of diverse backgrounds. Communication: Must be able to write formal documentations (i.e., reports) and communicate verbally through the selection of relevant delivery mechanisms. Teamwork and collaboration: Must be able manage and build cohesive work teams, work effectively within teams including social work teams, multidisciplinary teams and multi-sectoral teams. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies. Financial management: Must be able to plan the work-unit's budget required to achieve unit objectives. Developing others: Must be able to develop, coach and foster long term learning of |

others. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner. Networking and building bonds: Must be able to build and maintain a network of professional relations. Planning and organizing: Must be able to plan and organize the work of the work unit and groups. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Be Computer literate.

DUTIES

: Strengthen developmental social welfare service delivery through legislative and policy reforms. Manage the development, review and monitor the implementation of policies, strategies, guidelines and legislation for regulation of Social Service Practitioners. Capacity Building and monitoring the implementation of the framework for social welfare in line with the White Paper for Social Welfare (1997). Develop, review, capacity building and monitoring the implementation of the Quality Assurance Framework for social welfare services (2012). Capacity Building and monitoring the implementation of the Social Service Professions Act no. 110 of 1978. Conduct capacity building and monitoring the implementation of the framework for social welfare services. 126 Monitor the implementation of Supervision for social welfare service as well as guidelines for workload management. Establish and strengthen collaborations for Social Welfare Services. Establish an effective and efficient institutional framework for regulation of Social Service Practitioners. Develop and implement programmes for professional support services. Develop and monitor the implementation of induction policy and induction programme for Social Service Practitioners in line with the Social Service Professions Act no. 110 of 1978. Manage and empower Social Service Practitioners employed by the Department in line with the Public Service Act and in adherence to Code of Conduct and Course of Ethics. Conduct developmental quality assurance assessments to NGOs funded by the Department of Social Development. Ensure alignment of plans and budgets. Formulate and Analyse policies and provide guidance to the provision of social work service of the highest, most advanced and specialized nature within defined area(s) of specialization regarding the relevant legislations and programmes in partnership with stakeholders. Attend and give professional guidance to any other matters that could result in, or stem from, social instability in any form. Coordinate and Facilitate access to accredited training with continuous personnel development (CPD) points acquired by Social Service Practitioners. Coordinate and facilitate the establishment of various national and provincial fora to engage Social Work Supervisors. Manage database, provision of reports on recruitment and retention of social service practitioners. Evaluate the impact of the programmes, submit project plan, budget proposals and make recommendations for programmes. Provide professional guidance for provision of Child Care and Protection Services in line with the Children’s Act 38 of 2005 as amended

ENQUIRIES

: Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/147

: **DEPUTY DIRECTOR: INTEGRATED PLANNING & REPORTING REF NO: DSD 003/09/2023**

SALARY CENTRE REQUIREMENTS

: R811 560 per annum (Level 11)
: Provincial Office (Bhisho)
: National Senior Certificate plus B Degree (NQF level 6/ 7) in Public Administration/Social Science/ Development Studies/ Monitoring and Evaluation/ relevant equivalent qualification. A Post graduate qualification will be an added advantage. A minimum of 5 years’ experience in the relevant field of which 3 years must be at an Assistant Director level preferable in the strategic planning, policy and M& E environment. Competencies: Experience in strategic planning environment specifically in development of Strategic Plans, Annual Performance Plans and Annual Operational Plans. The individual should be familiar with government planning cycles and methodologies as well as reporting obligations and formats. Demonstrable knowledge and experience in organisational performance planning, monitoring and reporting and evaluation is required. Client

orientation and customer focus, Good project management, report writing, facilitation skills, analytical skills, presentation and communication skills (written and verbal), Conflict management, Planning and organizing. Problem solving, Computer Literacy (Microsoft Word, Excel, PowerPoint) and a valid driver's license. Sound Financial and budgeting management.

DUTIES

: Facilitate, manage and coordinate the strategic planning processes in the Department. Develop a multi-year departmental planning programme that is aligned with DSD constitutional mandate and government priorities. Coordinate departmental inputs into government planning processes including the MTSF, P-MTSF, Provincial Programme of Action and Sector Planning. Facilitate the development of the departmental strategic plan, and annual performance plans, Annual operational plans and service delivery improvement plans in the Provincial, District and Local Service offices. Ensure validation and approval of performance planning documents by respective delegated authorities. Ensure effective and inclusive processes for planning including integration of plans within the local government sphere. Keep abreast of relevant national and international trends in planning, monitoring and evaluation. Provide expert advice and guidance to management and staff on planning matters. Develop a systematic and standard approach, frameworks, Standard Operating Procedures, Business process, Manuals for performance planning in the Department. Convene strategic planning sessions for the Department. Quality assure the inputs to ensure alignment between outcomes, outputs, output indicators, impact indicator and targets. Participate in Provincial Planning Forums and Integrated Planning Engagements. Ensure operational efficiency and service delivery within the sub-unit. Report on the performance of the sub-unit against the operational plan to the Director. Effectively manage the performance of the sub-unit against agreed service level agreements, business requirements and targets. Manage effective implementation of process and systems enhancement initiatives within the sub-unit. Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leaders.

ENQUIRIES

: Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/148

: **SOCIAL WORK SUPERVISOR GRADE 1 (X3 POSTS)**

SALARY CENTRE

: R432 348 per annum, (OSD)
: (Ref No: DSD 04/09/2023) Amathole: Seymore LSO
: (Ref No: DSD 05/09/2023) BCM: John X Merrimen
: (Ref No: DSD 06/09/2023); OR Tambo: Flagstaff LSO

REQUIREMENTS

: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

DUTIES

: Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people's placed by the court under community

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| | | service and probation supervision orders. Be responsible for family finding or tracing where it is necessary. |
| <u>ENQUIRIES</u> | : | Amathole: enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626 BCM: enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675 OR Tambo: enquiries may be directed Mrs Z Dlanjwa Tel No: (047) 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za |
| <u>POST 32/149</u> | : | <u>ASSISTANT DIRECTOR: FRAUD AND ANTI CORRUPTION REF NO: DSD 005/09/2023</u> |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <u>CENTRE</u> | : | Provincial Office (Bhisho) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Fraud or Forensic or Criminal Investigation or relevant equivalent qualification. A minimum of 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge of Public Service Act, Professional Standard of the Association of Certified Fraud Examiners, Criminal Law, Criminal; procedure and law of evidence, knowledge of prevention and combating of corrupt activities Act and Protector Disclosure Act, Promotion of Access to Information Act and Minimum Information Security Standards. Understanding risk management practices, PFMA and Treasury Regulations. Ability to work long hours, lot of travelling, gather and analyses information, develop and apply policies, work individually, work under extreme pressure, ability to work with difficult individual and resolve conflict. Affiliation with the relevant bodies (ACFESA or The Ethics Institute of SA) will be an added advantage. Having Certified Fraud Examiner certificate/ Certified Ethics Officer or studying towards, will be an added advantage. |
| <u>DUTIES</u> | : | Conduct investigations of fraud or corruption and maintain adequate fraud investigation register. Conduct fraud risk assessments in the department and monitor it. Conduct fraud awareness and ethics awareness in the department. Manager and supervise subordinates. Assist in the development of APP, Budget and Operational plans of the Directorate. Develop Fraud strategy and Fraud Prevention Plan. Coordinate and facilitate sitting of fraud oversight structures. Liaise with relevant stakeholder on investigations. |
| <u>ENQUIRIES</u> | : | Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za |
| <u>POST 32/150</u> | : | <u>ASSISTANT DIRECTOR: SPU REF NO: DSD 006/09/2023</u> |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <u>CENTRE</u> | : | Provincial Office (Bhisho) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science, Development Studies, Public management, or relevant equivalent qualification. Gender mainstreaming Certificate will be an added advantage. A minimum of 3-5 years of experience at a supervisory level (SL7/8). A valid driver's license is a prerequisite. Competencies: Must have experience in working with all designated groups (Women, Persons with disabilities, Youth and Elderly). Must be Computer literate. Good organizing, facilitation, excellent verbal and written communication skills. Knowledge and understanding of relevant prescript and legislations relevant to the designated groups. |
| <u>DUTIES</u> | : | Provide input on development of policy and guidelines. Identification of policy gaps in relation to designated groups and interventions thereof. Monitor implementation of mainstreaming Policies and Guidelines on Gender and Youth. Research to inform departmental policies and programmes on Gender related matters. Ensure Lobbying and networking for designated groups. Establish and Strengthen relations with chapter 9 institutions. Coordinate, analyse and provide reports on performance of all programmes on SPU targets. Invite and analyse reports on performance of the programmes in relation to designated groups. Responsible for establishment and monitoring of regional performance structure. Ensure departmental compliance with statutory requirements on designated groups for external bodies. Provide and facilitate capacity building programmes to departmental women and men. Identification of employment gaps and recommends intervention on gender |

ENQUIRIES

equality. Co-ordinate the celebration of institutionalised days. Compile and submit monthly and quarterly reports.
: Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/151

ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DSD 007/09/2023

SALARY
CENTRE
REQUIREMENTS

: R424 104 per annum (Level 09)
: Provincial Office (Bhisho)
: National Senior Certificate plus B Degree/ N Diploma (NQF level 6/7) in Internal Auditing / Accounting/Commerce. A minimum of 3-5 years' relevant work experience in Auditing environment and must be at a supervisory Level (level 7/8). IAT/PIA/CIA designation would be an added advantage. Skills and Competencies: Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Budget Preparation, Monitoring and Reporting. Problem solving skills. Analytical Thinker. Communication (verbal & written). Competencies: Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing and risk management. Extensive knowledge of Public Finance Management Act and Treasury regulations. Skills required: supervision, organisational and planning, coordination and communication skills (written and spoken), report writing, conflict management and resolution, programme and project management, good interpersonal relations and decision-making, organisational and management accounting skill. Personal attributes: innovative and proactive, ability to work under extreme pressure and long hours voluntarily, ability to gather and analyse information, ability to develop and apply policies, ability to work independently and in a team, ability to interpret information and reports.

DUTIES

: Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Develop proposals to determine the scope of allocated internal audits. Collect analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit environment. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the relevant industry, legislative, standards change and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. 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. Provide inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES

: Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101

POST 32/152 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: DSD 008/09/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Office (King Williams Town)
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF level 6/7) in Human Resource Management/Public Administration/Public or Business Management. A minimum of 3- 5 years' relevant experience and must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. A valid driver's license is a prerequisite. Competencies: Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organising skills; Project management skills; Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; and Ability to perform multiple tasks and work overtime where necessary; Knowledge and understanding of Legislative and Policy Framework regulating Conditions of Service, Service Benefits, Leave Administration, PILIR Administration, Employee exits, and understanding of procedures, processes and systems in the implementation of Conditions of Service, Service Benefits, Leave Administration, PILIR Administration, Employee exits.

DUTIES : Manage and implement the departmental leave policy and leave directives by DPSA; Manage the capturing of leave on ESS; Manage the reconciliation of leave on SDIMS and PERSAL; Manage the provision of reports on the utilisation of leave; manage the implementation of PILIR process and procedures; Ensure feedback is given to employees on the outcomes of Health Risk Manager; Develop and review the system of administering processes in the area of Conditions of Service and Service Benefits; Oversee document management of processes in the area of Conditions of Service and Service Benefits; Manage the information dissemination on new revised directives and PSCBC Resolutions regulating Conditions of Service and Service Benefits; Manage the preparation and provision of reports in the area of Conditions of Service and Service Benefits; Manage the preparation and provision of responses to audit queries related to Service Benefits and Conditions of Service; Manage the preparation and provision of responses to legislature questions related to Service Benefits, Conditions of Service; Manage the leave reconciliation on quarterly basis (leave in general); Develop and monitor the system of Employee Exit (Terminations) within the Department; Monitor the implementation of effective system of receiving, recoding and processing of Employee Exit; Prepare Employee Exit reports; Monitor the communication of revised national resolutions and directives regulating the interpretation and implementation of Employee Exit; Prepare and provide responses to questions and audit queries on the administration of Employee Exit; Manage Operational Plan of the Unit; Manage performance and assessments for staff; Manage absenteeism and conduct of staff; Manage development of staff; Provide units quarterly reports; Manage the induction of staff.

ENQUIRIES : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/153 : **ASSISTANT DIRECTOR: HRM REF NO: DSD 009/09/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Chris Hani: District Office
REQUIREMENTS : National Senior Certificate plus a B. Degree/ National Diploma in Human Resource Management/ Public Management/ relevant equivalent qualification. A minimum of 3-5 years of experience and must be at a supervisory level (salary level 7/8) in the relevant field. A valid driver's license is a prerequisite. Knowledge of PERSAL will have a distinct advantage. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge

of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government Sector. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure, code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.

DUTIES : Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff.

ENQUIRIES : may be directed to Ms Mzinjana Tel No: (045) 808 3709
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/154 : **ASSISTANT DIRECTOR: HR STRATEGIES AND PLANNING REF NO: DSD 010/09/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Office (Bhisho)

REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF 6/7) in Human Resource Management/Public Administration/Public or Business Management / relevant equivalent qualification. A minimum of 3-5 years' relevant experience and must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES : Administer human resource planning services: Conduct the development of human resource plans. Develop and generate reports on the implementation of the HR Plan. Generate reports on the implementation of the departmental Employment Equity. Administer the Post Provisioning Norms processes: Coordinate the annual PPN declaration. Generate reports on the implementation thereof. Liaise with the relevant stakeholders on PPN processes. Manage the allocated resources of the unit 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. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/155 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: DSD 011/09/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Office (King Williams Town)

- REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF 6/7) in Fleet/ Transport Management/ Fleet/Transport Economics and Logistics Management /Public Management/Public Administration/relevant equivalent qualification. A minimum of 3-5 years relevant experience and must be at supervisory level (Level 7/8). A valid driver's license is a prerequisite. Competencies: Good coordination, planning, communication (return and spoken), interpersonal relations, conflict management and resolution, report writing and organisational skills, ability to work long hours and render assistance to subordinates and to clients voluntarily, gathering and analysing of information, drafting of reports, interpret and apply policies, work independently and in a team.
- DUTIES** : Coordination and management of government fleet, updating and maintaining of asset register for government vehicles, development of departmental circulars for government vehicles, Reporting of accident/ incident of government vehicles, conduct physical verification of Government Fleet as well as Trainings on usage of vehicles throughout the province, compile and submit monthly report on usage of government fleet, tracing of traffic fines.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/156** : **ASSISTANT DIRECTOR: EPWP: SOCIAL SECTOR COORDINATION REF NO: DSD 012/09/2023**
(12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Provincial Office (King Williams Town)
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Sciences/Public Administration/Public Administration/ Public Management/Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication and presentation skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.
- DUTIES** : Liaise with public bodies to increase their investments in poverty alleviation and skills development programmes through Social Sector EPWP initiatives. Assist public bodies to ensure Social Sector EPWP initiatives and projects are mainstreamed in their departmental programmes thus ensuring that public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral EPWP plans. Establish sectoral committees and ensure they are properly constituted and functional. Collect and collate reports from sectoral committees and facilitate reporting in the National Reporting Website/Database. Contribute towards the realisation of EPWP targets by identified public bodies. Conduct capacity building to public bodies to promote understanding and compliance with reporting tools and systems.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/157** : **SOCIAL WORKER GRADE 1 (X5 POSTS)**
- SALARY CENTRE** : R294 411 per annum, (OSD)
: (Ref No: DSD 18/09/2023) Amathole: Butterworth LSO
: (Ref No: DSD 14/09/2023) BCM: KWT LSO
: (Ref No: DSD 15/09/2023) Joe Gqabi: Lady Grey LSO
: (Ref No: DSD 16/09/2023) OR Tambo: Lusikisiki LSO
: (Ref No: DSD 17/09/2023) Sarah Baartman: Pearston LSO
- REQUIREMENTS** : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker must be submitted on the interview day. A valid driver's license is a prerequisite, however, successful candidates who are not in the possession of

driver's license will be required to submit the proof within six (6) months from the date of assumption of duty. Competencies: Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing. Teamwork and collaboration: Must be able to work effectively within teams including social work teams and multidisciplinary teams. Valuing diversity: Must be able to work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan and organize own work. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Developing others: Must be able to develop, coach and foster long term learning of others.

DUTIES : Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems Social Work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social wellbeing. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.

ENQUIRIES : **Amathole:** enquiries may be directed to Ms Z. Habe Tel No: (043) 7116626
BCM: enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675
Joe Gqabi: enquiries may be directed to Ms N. Duba Tel No: (051) 633-1616
Sarah Baartman: enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484
OR Tambo: enquiries may be directed to Mrs Z Dlanjwa Tel No: (047) 531 2504
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za

POST 32/158 : **SENIOR DATA CAPTURER: EPWP REF NO: DSD 013/09/2023**
(12 Months Contract)

SALARY : R294 321 per annum (Level 07)
CENTRE : Provincial Office (King Williams Town)
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science/Public Administration/Management/ Information Management Systems/ relevant equivalent qualification. A minimum of 2-3 years relevant experience in Expanded Public Works Programme). A valid drivers' license is a prerequisite. Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in excel spreadsheet backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound inter-personal and organizational skills. Sound personal values in terms of honesty, integrity and confidentiality. Be Computer Literate.

DUTIES : Provide technical support in the collection of reports from all Departmental Programmes and Districts. Contribute towards the realisation of the EPWP targets utilising the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from

- Programmes and Districts. Assist with the preparation of inputs to meet the Departmental reporting mandate. Conduct data quality assurance.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/159** : **ADMIN OFFICER: FACILITIES REF NO: DSD 018/09/2023 (X2 POSTS)**
Re-Advertisement
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Provincial Office (King Williams Town)
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Accounting /Financial Management/ BCom/ relevant equivalent qualification. 2-3 years finance experience. Competencies: Knowledge of Public Finance Management Act and Public Service Legislation, Regulations and Policies. Knowledge in the application of Accounting Computer Systems. Communication skills (verbal and written), Report writing. Facilitation Skills. Coordination Skills. Liaising Skills. Networking and Decision-Making Skills. Accounting Skills. Computer literacy.
- DUTIES** : Monthly procurement for Capital Infrastructure, Office Leases, Office Utilities, Telephone Services, Electricity and Municipal Services. Monthly reconciliations to statement and maintaining monthly payments register for each transaction. Maintaining monthly commitment registers for capital infrastructure projects and office leases. Maintaining monthly work in progress capital infrastructure register. Maintain records/documents/correspondence for each Capital Infrastructure Project/s and Office Lease/s. Drafting of memos and letters. Assist in preparing notes to the AFS. Assist in preparation for audits by Internal Auditors/AGSA. Provide records/documents/correspondence for S42 of transfer of capital infrastructure projects to Department of Public Works and Infrastructure.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/160** : **ADMIN OFFICER: FLEET MANAGEMENT REF NO: DSD 020/09/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Provincial Office (King Williams Town)
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Fleet Management /Transport Management/ relevant equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of relevant Transport Policies and Prescripts. Skills required; Supervisory, analytical, good; management; computer literacy; communication written and verbal; good interpersonal, planning and organising skills. Ability to work long hours and independently. Ability to work under pressure. Ability to gather and analyse information. Valid and unendorsed driver's license. Willingness to work extended hours. B computer literate.
- DUTIES** : Payment of contractual obligations. Must able to trace traffic fines. Ensuring that all service providers relating to Fleet accounts are settled in good time. Lease with GFMS with reconciliation of departmental accounts/payments.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/161** : **ADMIN OFFICER: NPO (COMPLIANCE) REF NO: DSD 021/09/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Sarah Baartman: Graaf-Reinet LSO
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ relevant equivalent qualification. 2-3 years relevant experience. Competencies: 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. Be Computer Literate.
- DUTIES** : Supervise and render general clerical support services. Supervise and provide NPO clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Capturing data on the system.
- ENQUIRIES** : Sarah Baartman enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/162** : **ADMIN OFFICER/PERSONAL ASSISTANT: WOMEN DEVELOPMENT REF NO: DSD 022/09/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Provincial Office (Bhisho)
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ relevant equivalent qualification. 2-3 years relevant experience. Competencies: 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. Be Computer literate.
- DUTIES** : Manage and oversee logistics within the office of the Director, manage the workflow of the unit. Co-ordinate 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. 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. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant of the Director. Manage budget in the Director's office. Coordinate and manage projects in the office of the Director.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/163** : **ADMIN OFFICER REF NO: DSD 023/09/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: OR Tambo: Qumbu Area Office
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ relevant equivalent qualification. 2-3 years relevant experience. Competencies: 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. Be Computer Literate.
- DUTIES** : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise

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|----------------------------|---|---|
| | | and provide financial administration support services in the component. Capturing data on the system. |
| <u>ENQUIRIES</u> | : | OR Tambo enquiries may be directed Mrs Z Dlanjwa Tel No: (047) 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za |
| <u>POST 32/164</u> | : | <u>HR PRACTITIONER: LABOUR RELATIONS REF NO: DSD 024/09/2023</u> |
| <u>SALARY</u> | : | R294 321 per annum (Level 07) |
| <u>CENTRE</u> | : | BCM: District Office (East London) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate plus B Degree/N Diploma (NQF 6/7) in Human Resource Management/ Industrial Relations /relevant equivalent qualification with at least 2- 3 years' experience relevant experience in Employee Relations and Wellness. Competencies: Knowledge of the Labour Relations Act, Basic Condition of employment Act, Public Service Act and Regulation, code of good conduct, disciplinary code, grievance procedures, conflict resolution, computer literacy reconciliation, mediation and arbitrations procedures. Communication and interpersonal relations. Good report writing and communication skills (written and verbal). Computer Literacy in MS Office, Excel and Power Point Presentation. |
| <u>DUTIES</u> | : | Act as a designated person for the District, compile statistics and reports, and conduct all related functions. Co-ordinate and collate grievances, handle internal discipline disciplinary cases, handle of misconduct and writing of reports. Processing and implement the outcomes of disciplinary hearing, assist the District Office with any other instructed duties. |
| <u>ENQUIRIES</u> | : | BCM enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za |
| <u>POST 32/165</u> | : | <u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD 025/09/2023</u> |
| <u>SALARY</u> | : | R251 283 per annum, (OSD) |
| <u>CENTRE</u> | : | BCM: EL LSO |
| <u>REQUIREMENTS</u> | : | National Senior Certificate plus an appropriate three-year tertiary qualification. Competencies: Impact and influence: Must be able to influence individuals and groups to participate in their self-empowerment ventures Planning and organizing: Must be able to plan and organize own work effectively. Presentation skills: Must be able to conduct presentations to various community development structures. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentations. Computer literacy: Must demonstrate basic computer literacy Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others, be part of a team Understanding principles: Must understand the principles applied in community work. |
| <u>DUTIES</u> | : | Provide necessary knowledge of human behaviour and social systems. Understanding of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Should be able to provide basic counselling services and empower communities. Should be able to conduct research relating to community development work. Facilitate, identify, plan, and implement various community development programs/interventions. Manage community development projects. Should be able to have inter-relations within community structures and dynamics of the community. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Understanding of policies and legislation related to community development. |
| <u>ENQUIRIES</u> | : | BCM enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za |
| <u>POST 32/166</u> | : | <u>ACCOUNTING CLERK REF NO: DSD 026/09/2023</u> |
| <u>SALARY</u> | : | R202 233 per annum (Level 05) |

CENTRE REQUIREMENTS : BCM: District Office
: National Senior Certificate / relevant equivalent qualification. Computer literacy. No experience required. Competencies: 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.

DUTIES : Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.

ENQUIRIES : BCM enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/167 : **PERSONNEL OFFICER REF NO: DSD 027/09/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: OR Tambo: KSD Area Office
: National Senior Certificate/ relevant equivalent qualification. Computer literacy. No experience required. Competencies: Good understanding of Public Service rules policies and regulations. Knowledge of PFMA, EPMDs, PSA and treasury Regulations. Knowledge of general administration in the Public Service. Knowledge of Public sector policies. Excellent communication skills and analytical ability.

DUTIES : Be responsible for variety of administrative duties related to staff provisioning and condition of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level.

ENQUIRIES : OR Tambo enquiries may be directed Mrs Z Dlanjwa Tel No: (047) 531 2504
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/168 : **ADMIN CLERK: EXPENDITURE MANAGEMENT**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Provincial Office (King Williams Town)
: National Senior Certificate/ relevant equivalent qualification. Computer literacy. No experience required. Competencies: Good communication and interpersonal skills. Knowledge of Batho Pele Principles. Knowledge of BAS and PERSAL systems.

DUTIES : Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.

ENQUIRIES : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/169 : **HR REGISTRY CLERK REF NO: DSD 029/09/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Provincial Office (King Williams Town)
: National Senior Certificate/ relevant equivalent qualification. Computer literacy. No experience required. Competencies: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.

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 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.

ENQUIRIES : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/170 : **ADMIN CLERKS: RECRUITMENT AND SELECTION REF NO: DSD 030/09/2023**

SALARY : R202 233 per annum (Level 05)
CENTRE : Provincial Office (King Williams Town)
REQUIREMENTS : National Senior Certificate/ relevant equivalent qualification. Computer literacy. No experience required. Competencies: Basic 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. Basic knowledge of storage and retrieval procedures in terms of the working environment.

DUTIES : Responsible for all day to day recruitment administrative activities as directed. Capturing of master list. Preparing of shortlisting and interview packages. Booking of shortlisting and interviews venues. Ensuring the availability of all Panels and relevant stakeholders needed in the recruitment processes. Assist in verification of Personnel Suitability Checks. Assist in consolidation of recruitment and selection reports from various Districts. Assist the HR supervisors to ensure the smooth running of the office.

ENQUIRIES : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/171 : **SOCIAL AUXILIARY WORKER GRADE 1 (X2 POSTS)**

SALARY : R174 702 per annum, (OSD)
CENTRE : (Ref No: DSD 31/09/2023) Chris Hani: Ezibeleni LSO
(Ref No: DSD 30/09/2023) Sarah Baartman: Hankey LSO
REQUIREMENTS : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year). Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to social workers. Empathy: Must be able to respect and build positive relationships with the social workers. Trustworthiness: Must be able to build a positive relationship of trust with the social workers. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in social work.

DUTIES : Understanding of SA social welfare context: Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context. Understanding social auxiliary work: Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the SA context. Social work profession: Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Understanding social work legislation: Basic understanding of the SA judicial system and legislation governing and impacting of social auxiliary work and social work. Understanding human behaviour and social systems: Must have basic knowledge and understanding of human behaviour, relationship system and social issues.

ENQUIRIES : Chris Hani: enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709
Sarah Baartman: enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 32/172 : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER REF NO: DSD 031/09/2023**

SALARY : R166 869 per annum, (OSD)
CENTRE : BCM: Mdantsane2 LSO
REQUIREMENTS : National Senior Certificate. Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to community. Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in community work.

DUTIES : Social engagement: Must have knowledge of community development environment, attitudes, and values for the engagement in the social development of communities. Understanding community dynamics: Must understand the social dynamics of communities. Understanding community development programs: Must be able to assist with the facilitation and implementation of various social development programs/ interventions.

ENQUIRIES : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**GRADUATE INTERN IN THE FOLLOWING FIELD FOR OF 2023/24-2024/25
(24 MONTHS)**

OTHER POST

POST 32/173 : **HUMAN RESOURCE DEVELOPMENT (HRD) INTERN REF NO: DSD 032/09/2023 (X1 POST)**

STIPEND : R84 519,75 per annum
CENTRE : KWT
REQUIREMENTS : National Senior Certificate Plus National Diploma /Bachelor Degree in Human Resource Management, BComm (Human Resource Management) and B Social Science (Human Resource Management).

ENQUIRIES : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za