

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

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

- APPLICATIONS** : Applications must be submitted via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. 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: recruitment@eccogta.gov.za (NB: For Technical Glitches Only – No CVS). Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: recruitment@eccogta.gov.za and not as specified, your application will be regarded as lost and will not be considered. And, alternatively, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer and Refer all applications related enquiries to the specified contact person.
- FOR ATTENTION** : Mr M. Matebese
- CLOSING DATE** : 20 October 2023. Applications received after closing date will not be considered.
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to.

OTHER POSTS

- POST 36/34** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: COGTA 01/10/2023**
- SALARY** : R424 104 – R496 467 per annum (Level 09)
CENTRE : Bhisho Head Office
REQUIREMENTS : National Senior certificate, an undergraduate qualification (NQF Level 6) in Internal Auditing, Three (3) years working experience at a Supervisory level 7/ 8. Professional Registration with IIA. Computer literacy (with knowledge of Ms Excel, PowerPoint, Teammate Audit Software, and Internet. Competencies Required: Good communication skills, persuasive skills, management skills.
- DUTIES** : Planning of audit projects and conduct preliminary survey for audits. Review audit working papers on reported points. Review audit reporting and compile a report, Review audit files of each project. Attend to administrative matters.
- ENQUIRIES** : can be directed to Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 36/35** : **COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA 02/10/2023**
- SALARY** : R359 517 – R420 402 per annum (level 08)
CENTRE : Chris Hani District Support Centre
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF level 6) in Development Studies, Public Administration, Community Development & Social Sciences. One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at SL 6 in community/rural development, community planning & facilitation. Supervisory experience in Community Development or relevant field. Competencies: Communication skills, presentation skills, facilitation skills and excellent report writing.
- DUTIES** : Facilitate the involvement of Traditional Leaders in development initiatives. Facilitate promotion co-operative relations with developmental partners, municipalities & government departments. Facilitate establishment of partnerships between traditional leadership institution & government departments, municipalities, non-governmental organisations and private sector for the development of traditional communities. Facilitate and coordinate trainings for developmental programs in Traditional communities. Facilitate formulation of Development Plans for Traditional Councils. Facilitate the involvement of donors in traditional communities' development. Compile written reports. Understanding of government planning & budgeting.
- ENQUIRIES** : can be directed to Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 36/36** : **PERSONAL ASSISTANT TO DIRECTOR: OR TAMBO DISTRICT SUPPORT CENTRE REF NO: COGTA:03/10/2023**
Re-Advertisement
- SALARY** : R294 321 - R343 815 per annum (Level 07)
CENTRE : OR Tambo
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Public Management, Administrative Management/ Office Management. One-to-two-year exposure in the public service. Relevant experience will be an added advantage. Computer Literacy and Competency of (Ms Word, Excel, Outlook, and PowerPoint) are all mandatory. Valid driver's license code 08 (EB). Competencies: Good interpersonal and decision-making skills, Proven computer literacy., Organising and planning skills., Customer service orientation, communication (written and verbal) skills, Attention to detail, Ability to work effectively in a dynamic office and liaise with diverse people, Teamwork, Report writing, Willingness and able to work irregular hours.
- DUTIES** : Facilitate smooth running of the District Director's office. Manage diary of the Director. Screening phone calls, enquiries and requests and handling of them properly. Arranging travel and accommodation for the District Director and District Support Centre staff. Arrange meetings, venues for scheduled meetings and refreshments for such meetings. Taking minutes in meetings and report writing. Assess incoming correspondence and distribute where it is required. Filing of documents according to the departmental filing index. Responsible for the directorate's commitment register and analyse expenditure

- patterns. Monitoring of weekly plans of all staff members. Remain abreast with the procedures and processes that apply in the office of the Director.
- ENQUIRIES** : can be directed to Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 36/37** : **PRINCIPAL PERSONNEL OFFICERS: HUMAN RESOURCE CONDITIONS OF SERVICES REF NO: COGTA:(04/10/2023 (X2 POSTS))**
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815 per annum (Level 07)
: Head Office / Bhisho
: National Senior Certificate plus National Diploma /Degree (NQF Level 6) in Human Resource Management/Public Management/ Public Administration and any relevant qualification. Minimum of one - two years' experience at salary level 5/6 in Human Resource Management Conditions of Services or Senior Certificate with minimum of five years' experience in Human Resource Management Conditions of Services. Computer literacy: Ms Word, Excel, and Ms Outlook. Introduction to PERSAL Certificate, Leave Management certificate will be required on or before the interview date. Competencies: knowledge of Human Resource Prescripts, Sound communication skills. Problem solving skills. Decision Making skills.
- DUTIES** : Supervise implementation of service terminations, such as termination due to death, retirement, resignation, and abscondment, Approval / Processing of service benefits such as Housing, Home - Owners Allowance, Resettlement Benefits, State Guarantee and Stop Order, Leave Gratuity Benefits, Leave Administration, approving applications forms for leave of absence. Supervise Leave Reconciliation, Receiving and processing Temporary Incapacity Leave forms. Approve of Nomination Beneficiary forms from PERSAL. Leave Administration: Checking and approving captured applications for leave of absence on PERSAL, supervise leave reconciliation, receive, and process temporary incapacity leave application. Approving of nomination beneficiary form, checking and approving form of nomination of beneficiaries on PERSAL.
- ENQUIRIES** : can be directed to Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 36/38** : **PERSONAL ASSISTANT TO DIRECTOR: LAND SURVEY AND CADASTRAL INFORMATION REF NO: COGTA: 05/10/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815 per annum (Level 07)
: Head Office / Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration/ Public Management/Social Sciences/ Office Management or any relevant qualification. One to Two years' experience in the relevant Environment Computer literacy. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. One-to-two-year exposure in the public service. Relevant experience will be an added advantage. Competencies: Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
- DUTIES** : Facilitate the smooth running of the Director's office. To always facilitate the availability of all the office records. Assess incoming work and distribute where is required. Type correspondence delegated to you by the office manager and the Director. Manage the diary of Director. Manage the resources of the office of the Director. Digital and manual filing of documents, preparation, recording and submission of the Director's claims to the approving authority, monitoring the submission of weekly plans for Director, procurement of all office supplies including but not limited to refreshments and food service items, procurement of travel bookings for the Director, procurement of venues for scheduled sessions and meetings. Arranging the delivery of materials needed for meetings.
- ENQUIRIES** : can be directed to Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 36/39** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: STRATEGIC MANAGEMENT, COMMUNICATION, AND INFORMATION SERVICES REF NO: COGTA: 06/10/ 2023**
- SALARY** : R294 321 - R343 815 per annum (Level 07)

- CENTRE** : Head Office / Bhisho
- REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in in Public Administration/ Public Management/Social Sciences/ Office Management or administrative qualification. One to Two years' experience in the relevant Environment Computer literacy. Computer Literacy (MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. The candidate must have at least a minimum of one year exposure in the public service including municipalities. Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
- DUTIES** : Facilitate smooth running of the Chief Director's office. To always facilitate the availability of all office records at all times. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by the Chief Director. Manage diary of the Chief Director. Manage resources of the office of the Chief Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Facilitate travelling arrangements for the Chief Director. To ensure overall administration in the office of the Chief Director.
- ENQUIRIES** : can be directed to Mr W.M Cwele at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

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

- APPLICATIONS** : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and / or at <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date and is available 24/7. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue, to: olwethu.desi@dedea.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be allowed.
- FOR ATTENTION** : Mr O Desi
- CLOSING DATE** : 20 October 2023. No late application will be accepted.
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these

posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, no appointments shall be finalised without the relevant candidate producing the pre-entry certificate 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. N.B. The Department of Economic Development, Environmental Affairs and Tourism (DEDEAT) is the affirmative action employer, therefore, people from the designated groups are encouraged to apply. Preference will be given to Persons with Disabilities (PWD).

MANAGEMENT ECHELON

POST 36/40 : **DIRECTOR: ENVIRONMENTAL COMPLIANCE AND ENFORCEMENT REF NO: DEDEA/2023/10/01**
(Re-Advertisement)

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

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

ENQUIRIES : Mr. O. Desi at 078 026 7383
NOTE : e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
Employment Equity target: African/White/Indian/Coloured Female

POST 36/41 : **DIRECTOR: LOCAL AND REGIONAL ECONOMIC DEVELOPMENT (LRED) REF NO: DEDEA/2023/10/02**

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum (Level 13)
: Bhisho
: National Senior Certificate, NQF Level 7 (Bachelor's Degree/ Advanced Diploma) Economics/Business Management and Development Studies with 5 years' experience at the Middle Management level. The following skills, knowledge and attributes are required: Communication, Report Writing Skills, Computer Literacy, Financial Management, Planning and Organizing, Research and analytical skills, Interpersonal skills, Public Service Act, and Public Service Regulations. A valid driver's license is required.

DUTIES : Manage the development of local and regional development instruments. Manage processes to monitor, evaluate and report on the sustainable impact of all local and regional economic development policies, strategies,

programmes and instruments. Manage the provisioning of technical advisory and support services to DEDEAT's implementing structures and agents. Establish partnerships to support local and regional economic development programmes, projects and instruments. Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
NOTE : Employment Equity target: African/White/Indian/Coloured Female
POST 36/42 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDEA/2023/10/03**

SALARY : R1 162 200 – R1 365 411 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, B Comm-degree / Advanced Diploma (NQF Level 7) or equivalent qualification in public administration/supply chain management/business management and 5 years relevant experience at middle management or senior management level. Registration with a professional body (e.g. CIPS) will be an added advantage. The following skills, knowledge and attributes are required: Communication, Report Writing Skills, Computer Literacy, Financial Management, Planning and Organizing, Research and analytical skills, Interpersonal skills, Public Service Act, and Public Service Regulations. A valid driver's license is required.

DUTIES : Develop and maintain the departmental supply chain management system in line with legislative and treasury norms and standards. Manage and direct the provisioning of supplier management and development services. Manage and direct the provisioning of contract management services. Manage and oversee the provisioning of logistic and store management services. Manage and direct the provisioning of asset management and disposal services. Manage and coordinate the provision of fleet management services. Supervise the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
NOTE : Employment Equity target: African/White/Indian/Coloured Female

OTHER POSTS

POST 36/43 : **DEPUTY DIRECTOR: SUSTAINABLE ENERGY REF NO: DEDEA/2023/10/04**

SALARY : R811 560 – R952 485 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, NQF Level 7 qualification as recognised by SAQA in Science (BSc or equivalent) /Technology/ Engineering/ Business/ Commerce plus 3-5 years relevant experience, of which 3 years must have been at an Assistant Director or middle management level. A Postgraduate qualification and registration with a professional body will be an added advantage. The following skills, knowledge and attributes are required: Communication, Report Writing Skills, Computer Literacy, Financial Management, Planning and Organizing, and Interpersonal skills. In-depth knowledge of the SA Integrated Resource Plan, SA Renewable Energy Masterplan, Hydrogen Society Roadmap, Hydrogen Commercialisation Strategy and Provincial Economic Development Strategy. A valid driver's license is required.

DUTIES : Facilitate the implementation of the Provincial Sustainable Energy Sector Strategy. Facilitate analysis in support of Sustainable Energy Sector Coordination and Development. Facilitate and provide technical and institutional support to relevant provincial and municipal structures and agencies and related initiatives in the field of sustainable energy. Facilitate the coordination of the Sustainable Energy Sector in the Eastern Cape. Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
NOTE : Employment Equity target: African Male

<u>POST 36/44</u>	:	<u>DEPUTY DIRECTOR: INTEGRATED ECONOMIC DEVELOPMENT</u>
<u>SALARY CENTRE</u>	:	R811 560 – R952 485 per annum (Level 11) OR Tambo Ref No: DEDEA/2023/10/05 Amathole Ref No: DEDEA/2023/10/06
<u>REQUIREMENTS</u>	:	National Senior Certificate, NQF Level 7 (Bachelor's Degree/ Advanced Diploma) in Economics, Business or Development Studies. 3-5 years of middle management experience. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme and Project Management, Strategic Capability and leadership, Knowledge Management, Problem Solving, Computer literacy, Communication skills and corporate governance. A valid driver's license is required.
<u>DUTIES</u>	:	Develop policies, guidelines, norms and standards. Manage the promotion and coordination of integrated economic development, and governance. Monitor and evaluate economic development activities, business regulation and governance. Ensure management of capacity building programmes. Facilitate promotion, protection, and enforcement of consumer rights. Manage and perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: African Female
<u>POST 36/45</u>	:	<u>ASSISTANT DIRECTOR: CONSUMER PROTECTION REF NO: DEDEA/2023/10/07</u>
<u>SALARY CENTRE</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>REQUIREMENTS</u>	:	Joe Gqabi National Senior Certificate, National Diploma NQF level 7 in Consumer Protection/Consumer Studies/Legal Studies/ Policing studies. 3 years' experience at supervisory level or SL7/8. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Eastern Cape Consumer Protection Act. Consumer Protection Act, etc. Public Finance Management Act. Public Service Act. Treasury Regulations. A valid driver's license.
<u>DUTIES</u>	:	Manage and direct the development and implementation of a targeted district consumer awareness strategy. Manage and direct the provisioning of technical assistance to consumers to resolve complaints. Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints. Supervise the allocated resources of the Division in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: African Male
<u>POST 36/46</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DEDEA/2023/10/08</u>
<u>SALARY CENTRE</u>	:	R424 104 – R496 467 per annum (Level 09)
<u>REQUIREMENTS</u>	:	Bhisho National Senior Certificate, National Diploma NQF level 6 in Human Resource Management/Public Administration (majoring in HRM) as recognised by SAQA. 3 years' experience at a supervisory level or SL7/8. The following skills, knowledge and attributes are required: Communication, Writing skills, Computer Literacy, Interpersonal relations and networking, Problem-solving skills, Financial Management, Time Management, and Thorough knowledge of the PERSAL system. Planning and Organising. A valid driver's license.
<u>DUTIES</u>	:	Effective management of Staff provisioning process, which will include the following: Development of register for control of incoming applications, Distribution of master list and application forms to relevant components, and Management of interview processes. Responsible for the logistical arrangement of interview sessions. Facilitate and coordinate the processing of service benefits. Proper maintenance of the establishment both internally and

electronically (PERSAL). Responsible for the implementation of capacity-building programmes. Perform administrative and related functions. Assist in the compilation of reports. Responsible for assets allocated to the office.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: African Male

POST 36/47 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: DEDEA/2023/10/09**

SALARY CENTRE REQUIREMENTS : R424 104 – R496 467 per annum (Level 09)
: Bhishe
: National Senior Certificate, National Diploma (NQF 6) in Contract Management/ Business Management/ Public Procurement Management/Financial Management. 3 years' experience at supervisory level or SL7/8. The following skills, knowledge and attributes are required; Communication, Writing Skills, Computer Literacy, Interpersonal relations and networking, Problem solving skills, Financial Management, Time Management, and Integrity. Service orientated. Confidentiality. A valid driver's license.

DUTIES : Provide assistance in contract administration. Administer supplier performance. Maintain a healthy relationship with the supplier. Establish and maintain mechanisms for monitoring supplier performance. Provide technical support in contract management. Supervise reporting of SCM information. Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: African Female

POST 36/48 : **SENIOR CONSUMER ADVISOR REF NO: DEDEA/2023/10/10**

SALARY CENTRE REQUIREMENTS : R359 517 - R420 402 per annum (Level 08)
: Amathole
: National Senior Certificate, National Diploma (NQF 6) in Business Practice/ Legal Studies/Consumer Studies/Policing. 2- 3 years' relevant experience. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: the Eastern Cape Consumer Protection Act, Consumer Protection Act etc, Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision-making Interpersonal relations and networking, Time Management Planning and Organising, Negotiation skills. A valid driver's license.

DUTIES : Provide technical assistance with the development of and implementation of the targeted district consumer awareness strategy. Provide technical assistance to consumers to resolve complaints. Assist with the monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Perform admin-related functions. Assist with the conciliation and facilitation of consumer-related complaints.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: African Female

POST 36/49 : **SENIOR BUSINESS DEVELOPMENT OFFICER REF NO: DEDEA/2023/10/11**

SALARY CENTRE REQUIREMENTS : R359 517 - R420 402 per annum (Level 08)
: Chris Hani
: National Senior Certificate, National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies and/ or relevant studies.1-2 years relevant experience. Valid driver's License. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures and Acts. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision-making, Interpersonal relations and networking, Time Management, Planning and Organizing, and Negotiation skills.

DUTIES : Facilitate the implementation of business development policies, programmes and instruments within the Metro and the District. Provide technical support to the Metro and municipalities with the development of IDP strategies and objectives aimed at targeted business development strategies, programmes,

and projects. Provide assistance in monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide business development advocacy and empowerment services for the area of operation.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: African Female

POST 36/50 : **CONSUMER ADVISOR**

SALARY : R294 321 - R343 815 per annum (Level 07)
CENTRE : Alfred Nzo Ref No: DEDEA/2023/10/12
Chris Hani Ref No: DEDEA/2023/10/13

REQUIREMENTS : National Senior Certificate, National Diploma (NQF 6) in Business Practice/Legal Studies/Consumer Studies/Policing. 1- 2 years' relevant experience. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures such as: Eastern Cape Consumer Protection Act, Consumer Protection Act etc. Applied Strategic thinking, Problem analysis, Influence, Communication, Decision-making Interpersonal relations and networking, Time Management, Planning and Organizing, Negotiation skills.

DUTIES : Provide technical support with the development of work plans and strategies for the provisioning of consumer empowerment and capacity development services. Conduct surveys and research to identify empowerment and capacity development needs. Assist with the development of consumer empowerment and capacity development instruments. Conduct capacitation workshops and programmes for staff on the application of the instruments. Promote and facilitate integrated consumer awareness programmes. Assist with the arrangement of seminars and conferences. Participate in forums, organised business/industry conferences and NGO and community-based forums. Develop consumer empowerment and capacity development communication products. Develop and maintain collaborative partnerships. Assist with the conciliation and facilitation of consumer complaints received.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: African Female

POST 36/51 : **LRED ADVISOR REF NO: DEDEA/2023/10/14**

SALARY : R294 321 - R343 815 per annum (Level 07)
CENTRE : O. R Tambo

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies/ Entrepreneurship and/ or relevant qualification. 2 years relevant experience. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures and Acts. Applied Strategic thinking, Problem analysis, Influence, Communication, Decision making, Interpersonal relations and networking, Time Management, Planning and organising, and Negotiation skills.

DUTIES : Coordinate inputs for the development of policies, guidelines, norms, and standards. Promote the coordination of local economic development initiatives. Monitor implementation of local economic development activities. Coordinate implementation of capacity-building programmes. Perform administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: African Female.

**INTERNSHIP PROGRAMME / IN-SERVICE TRAINING FOR 2023/24-2024/5
(24 MONTHS)**

OTHER POST

POST 36/52 : **LEGAL SERVICES INTERN REF NO: DEDEA/2023/10/15**
Chief Directorate: Legal Services

STIPEND : R7 142.00 per month

CENTRE : Bhisho
REQUIREMENTS : Bachelor of Laws (LLB)
APPLICATIONS : via e-Recruitment at <https://erecruitment.ecotp.gov.za>
ENQUIRIES : Mr M. Ntebe at 066 486 8268
e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Submit applications as follows: For: Provincial Office/KWT: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or Post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605. 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 : 20 October 2023

NOTE : Applications must be submitted on the Z83 and a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Certified copies of qualifications will be requested to Shortlisted candidates. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB: People with disabilities, whites, coloureds, and Indians are encouraged to apply for these posts.

OTHER POST

POST 36/53 : **AUDIT COMMITTEE MEMBER REF NO: DSD 001/09/2023**

SALARY : Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 -Framework for Appointment and remuneration of Audit Committee Members.

CENTRE : King Williams Town
REQUIREMENTS : National Senior Certificate plus a B Degree in Accounting, Finance, Internal Auditing, Commerce any relevant qualification to the services provided by the department of Social Development. A candidate must have operated at a Director (Executive Level) of an organization for a minimum of five (5) years. Served in the Audit Committee or any governance structures for the minimum of two (2) years. Be a member of recognized professional body. Understanding of the oversight regulatory framework governing public sector in terms of PFMA, Treasury Regulations, etc. is required. Competencies: Be independent and knowledgeable with experience in participating in the governance structures. Be able to dedicate time to the activities of the Audit Committee. Have strong analytical abilities, persuasion and good communication skills.

DUTIES : A working knowledge of Generally Recognized Accounting Practice (GRAP), Public Finance Management Act (PFMA) Treasury Regulations and other applicable regulatory frameworks including the Department's sector specific risks and implementation of controls. Monitor the performance of internal audit unit; oversee the risk management processes and monitor managements'

responses to reported weaknesses, control deficiencies and make recommendations for improvement. Reviewing whether performance information systems reflect the Department's purposes and pre-determined outcome-based objectives. Reviewing the adequacy of the internal control system, including information technology security and control. Reviewing the processes for compliance with law and regulations of applicable statuses.

ENQUIRIES

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

e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za