

PROVINCIAL ADMINISTRATION: EASTERN CAPE
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: Milasande.ntebe@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.
- CLOSING DATE** : 13 May 2024
- 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) weeks 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 24 months contract. 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).

OTHER POSTS

- POST 14/41** : **CONTROL ENVIRONMENT OFFICER GRADE A: CLIMATE CHANGE REF NO: DEDEAT/2024/04/01**
 (Re-Advertisement. Those who applied previously should re-apply)
- SALARY** : R580 551 – R664 095 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
- CENTRE** : Head Office

REQUIREMENTS : National Senior Certificate, BSc Hon / Degree (NQF level 8) or equivalent qualification in Environmental Science/ Management/ Natural Sciences/ Environmental Sustainability. Added advantage (any of the following): Registration with South African Council for Natural Scientific Professions, registered as a Professional Scientist 6 years post qualification experience of which a minimum of 3 years must be in climate science and technology related field. A valid driver's licence. The following skills, knowledge and attributes are required: Public Service Act, Public Service Regulations, PFMA, NEMA, NEMBA

DUTIES : Contribute to policy advice and research activities aligned with Climate Change including compliance with climate change legislation and obligations. Plan, coordinate and develop a network of support and mobilise key stakeholders in the field of Climate Change & environmental sustainability Provide expertise in areas of Climate Change adaptation focusing on both internal Departmental objectives as well as multi-sectoral perspectives throughout the Eastern Cape Raise awareness in the field of Climate Change Risk reduction, disaster response, early warning, recovery and livelihood support and participate in cooperative governance awareness Perform and manage administrative and related functions

ENQUIRIES : Mr. O. Desi at Tel No: 078 026 7383
E-Recruitment Enquiries: olwethu.desi@dedea.gov.za

NOTE : Employment Equity target: Coloured Male, Person with disability.

POST 14/42 : **ASSISTANT DIRECTOR: CONSUMER PROTECTION REF NO: DEDEAT/2024/04/02**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Alfred Nzo
REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Consumer Protection/ Relevant Qualification. 3 years' experience at supervisory level. A valid driver's licence. 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.

DUTIES : Manage and direct the development and the 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.

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

NOTE : Employment Equity target: African Male

POST 14/43 : **ENVIRONMENTAL OFFICER GRADE A: AIR AND WASTE MANAGEMENT REF NO: DEDEA/2024/04/03**

SALARY : R325 917 – R360 327 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD).

CENTRE : Sarah Baartman Region
REQUIREMENTS : National Senior Certificate, Degree/diploma in Environmental Management or Natural Science fields. A valid drivers license The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, Air Quality

- Act, National Waste Management Strategy, Environmental Impact Assessment Regulations etc.
- DUTIES** : Implementation of environmental policies, strategies, action plans and legislations. Integrated Waste Management Planning (IWMP) and Air Quality management. Contribute to the development, monitoring and implementation of Provincial IWMP, Hazardous waste plans and Air Quality plans. Implement EIA regulations and licensing in respect of disposal facilities. Enforcement and compliance in relation to permits, licenses and authorizations issued. Respond and attend to pollution incidents and complaints. Liaison with National, Provincial and Local Government on issues relating to environmental management (waste and air quality management). Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.
- ENQUIRIES** : Mr. O. Desi at Tel No: 078 026 7383
E-Recruitment Enquiries: olwethu.desi@dedea.gov.za
- NOTE** : EE: Coloured/African Male, person with disability

INTERNSHIP PROGRAMMES 2024/25-2025/26 (24 MONTHS)

OTHER POSTS

- POST 14/44** : **INTERN: OFFICE OF THE HOD REF NO: DEDEAT/2024/04/04**
- STIPEND** : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Masters/ Honours in Economics (Econometrics; Statistics; Data Analysis)
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotp.gov.za>.
- POST 14/45** : **INTERN: MANAGEMENT ACCOUNTING REF NO: DEDEAT/2024/04/05**
Directorate: Financial Management
- STIPEND** : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree / Diploma in Financial Accounting/ Cost and Management Accounting/ FIS/ Taxation/ Financial Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries eMail: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotp.gov.za>
- POST 14/46** : **INTERN: SCM REF NO: DEDEAT/2024/04/06**
Directorate: Supply Chain Management
- STIPEND** : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/ Diploma in Contracts Management, Financial Accounting
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotp.gov.za>
- POST 14/47** : **INTERN: FINANCIAL ACCOUNTING REF NO: DEDEAT/2024/04/07**
Chief Directorate: Financial Management
- STIPEND** : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/ Diploma in Financial Accounting/ Cost and Management Accounting/ FIS/ Taxation/ Financial Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : via e-Recruitment at <https://erecruitment.ecotp.gov.za>

POST 14/48 : **INTERN: REVENUE AND EXPENDITURE REF NO: DEDEAT/2024/04/08**
Directorate: Financial Management

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/Diploma in Financial Accounting/Cost and Management Accounting/FIS/Taxation/Financial Management
ENQUIRIES : Mr M. Ntebe 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/49 : **INTERN: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION REF NO: DEDEAT/2024/04/09**
Directorate: Strategic Management & Monitoring and Evaluation

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : National Diploma (NQF L6) in Monitoring and Evaluation/ Public Administration or Management/ Strategic Management and or relevant qualification.
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/50 : **INTERN: MANUFACTURING REF NO: DEDEAT/2024/04/10**
Chief Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Honours Degree/ Diploma in Economics/ Engineering/ Business Development and Science.
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/51 : **INTERN: SUSTAINABLE ENERGY REF NO: DEDEAT/2024/04/11**
Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Bachelor of Science: Environmental Science/Geography/Geographic Information Systems, Chemistry or Engineering.
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/52 : **INTERN: AGRO-PROCESSING REF NO: DEDEAT/2024/04/12**
Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Bachelor of Science: Agriculture Economics/ Degree in Agriculture
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/53 : **INTERN: TOURISM DEVELOPMENT REF NO: DEDEAT/2024/04/13**
Directorate: Tourism Management

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/Diploma in Tourism Development/Management
ENQUIRIES : Mr M. Ntebe at 066 486 8268

APPLICATIONS : For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/54 : **INTERN: HUMAN RESOURCE MANAGEMENT REF NO: DEDEAT/2024/04/14**
Directorate: HRM&D

STIPEND : R7 142.00 per month
CENTRE : Bhisho
REQUIREMENTS : Degree/ Diploma in HRM/Industrial Psychology
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/55 : **INTERN: ENVIRONMENTAL MANAGEMENT**
Directorate: Environmental Management

STIPEND : R7 142.00 per month
CENTRE : Regional Offices & Head office (Bhisho):
Head office (Bhisho) – (Climate Change Directorate) Ref No: DEDEAT/2024/04/15
Head office (Bhisho) – (Environmental Empowerment Services Directorate) Ref No: DEDEAT/2024/04/16
Joe Gqabi Ref No: DEDEAT/2024/04/17
OR Tambo Ref No: DEDEAT/2024/04/18
Sarah Baartman Ref No: DEDEAT/2024/04/19

REQUIREMENTS : Degree/Diploma in Environmental Science/ Management/ Natural Sciences/ Environmental Sustainability.
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/56 : **INTERN: CONSUMER PROTECTION**
Directorate: Consumer Protection

STIPEND : R7 142.00 per month
CENTRE : Regional Offices:
Amathole Ref No: DEDEAT/2024/04/20
Sarah Baartman Ref No: DEDEAT/2024/04/21
Chris Hani Ref No: DEDEAT/2024/04/22
Joe Gqabi Ref No: DEDEAT/2024/04/23

REQUIREMENTS : Degree/ Diploma in LLB/ Bachelor of Laws/ Consumer Studies
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/57 : **INTERN: HUMAN RESOURCE MANAGEMENT REF NO: DEDEAT/2024/04/24**
Directorate: HRM&D

STIPEND : R7 142.00 per month
CENTRE : Joe Gqabi
REQUIREMENTS : Degree/ Diploma in HRM/Industrial Psychology
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotop.gov.za>

POST 14/58 : **INTERN: ECONOMIC DEVELOPMENT**
Directorate: Economic Development

STIPEND : R7 142.00 per month
CENTRE : Regional Offices:

OR Tambo Ref No: DEDEAT/2024/04/25
Sarah Baartman Ref No: DEDEAT/2024/04/26
Maluti Ref No: DEDEAT/2024/04/27

REQUIREMENTS : Degree/ Diploma in Economics/ Business Studies
ENQUIRIES : Mr M. Ntebe at 066 486 8268
For e-Recruitment Enquiries email: olwethu.desi@dedea.gov.za
APPLICATIONS : Submit via e-Recruitment at <https://erecruitment.ecotp.gov.za>

DEPARTMENT OF EDUCATION

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za and not as specified, your application will be regarded as lost and will not be considered.

CLOSING DATE : 13 May 2024

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 of Education 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 14/59** : **DIRECTOR: SECONDARY CURRICULUM MANAGEMENT (SENIOR & FET PHASES GR 8 -12) REF NO: DOE-DSENCM01/04/2024**
Chief Directorate: Curriculum Management
- SALARY** : R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office Zwelitsha
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Education as recognised by SAQA. Five (5) years' relevant experience at Middle Management Level in an Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Competencies must include knowledge and understanding of all relevant National and Provincial Legislation and Policies pertaining to the administration of Public Services. Sound Knowledge and understanding of National and Provincial Strategic Plans guiding education (NDP, Schooling 2025). Knowledge and understanding of the NCS/ CAPS, National Protocol for Assessment (NPA), Language Policy, White Paper 6 (Inclusive Education) and White Paper 7 (ICT Integration into Education). Must have strong communication, report writing, project management and leadership skills. Knowledge and understanding of the Curriculum and Assessment processes in the FET phase will be advantageous.
- DUTIES** : Provide strategic leadership and manage the implementation of the Curriculum Assessment Policy Statement (CAPS) and the NPA, NPPPR in the SENFET Phases i.e. (Grades 8 -12) in the province. Develop provincial policies, guidelines, learning programs to facilitate the implementation of the CAPS and Assessment in these grades. Ensure the development and provision of quality learning and teaching support material, equipment and technology associated with the Curriculum Management Strategy. Plan for the promotion and improvement of Languages and Mathematics in the SEN-FET phases. Develop relevant intervention strategies to promote quality improvement in teaching, learning and assessment in all subjects Grades 8-12. Ensure the development of Subject Planners and Subject Advisors and ensure that they provide effective training and development to teachers within the Education Districts. Ensure the monitoring and support of Curriculum implementation within Public Ordinary and Special Schools. Ensure the effective implementation of all Assessment and Moderation processes. As a Responsibility Manager for the Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilization of resources allocated to the Directorate.
- ENQUIRIES** : Ms G Koopman Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

<u>POST 14/60</u>	:	<p><u>DIRECTOR: EDUCATION DISTRICT OFFICE REF NO: DOE-DDAW02/04/2024</u></p> <p>Chief Directorate: District Coordination and Institutional Attainment Cluster B Programme: Institutional Operations Management</p>
<u>SALARY</u>	:	<p>R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. Programme: Institutional Operations Management</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Amathole West</p> <p>An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.</p>
<u>DUTIES</u>	:	<p>Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit, and district data to inform planning. Ensure that District, Circuits, and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the district is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the district. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the district. Manage and render communication services. Manage and render corporate services for the district in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants, and cluster meetings.</p>
<u>ENQUIRIES</u>	:	<p>Mr A.M Mpupu Tel No: (047) 502 4272/4225 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za</p>
<u>NOTE</u>	:	<p>NB: Gender equity (Females) and people living with disability will be prioritized in filling this post.</p>

<u>POST 14/61</u>	:	<p><u>DIRECTOR: EDUCATION DISTRICT OFFICE REF NO: DOE-DDORTC03/04/2024</u></p> <p>Chief Directorate: District Coordination and Institutional Attainment Cluster A (Re-advertisement)</p>
<u>SALARY</u>	:	<p>R1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. Programme: Institutional Operations Management</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>OR Tambo Coastal</p> <p>An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.</p>
<u>DUTIES</u>	:	<p>Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit, and district data to inform planning. Ensure that District, Circuits, and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the district is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the district. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the district. Manage and render communication services. Manage and render corporate services for the district in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants, and cluster meetings.</p>
<u>ENQUIRIES</u>	:	<p>Mr TT Dyasi Tel No: (047) 502 4272/4225</p> <p>For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za</p>

- POST 14/62** : **DIRECTOR: COMMUNICATION & EVENTS MANAGEMENT REF NO: DOE-
DIR-CE04/04/2024**
Chief Directorate: Communication And Stakeholder Management
(Re-advertisement)
- SALARY** : R1 162 200 - R1 365 411 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Zwelitsha
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Communication or Journalism or Public Relations from an accredited institution. A minimum of five (5) years' experience at middle or senior management level within government communication environment. Candidates must have completed the certificated for entry into the SMS. Candidates must have a sound knowledge, understanding of the Basic Education Sector, Government communications policies, programmes, and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus; excellent writing and editing skills; excellent people management; planning, organising and project management and sound financial management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Teams, Zoom, MS Outlook, Internet Explorer); and the ability to work accurately and independently during a pandemic. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates must be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. All candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management, and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership knowledge with proven knowledge and experience in managing personnel.
- DUTIES** : To act as the main spokesperson for the Eastern Cape Department of Education. Provide strategic advice to the MEC and HOD on research and analysis on matters of media relations and communication; Work in the advancement of the Department of Education's priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Explore and utilise new media platforms to advance the work of the Department; Lead the development of the Department of Education's overall event management, intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Education; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, television, digital, videography and internal communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Education's priorities; Lead the development of the Department of Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter. Plan and execute all events of the department. Co-ordinate the management of internal communication platforms (e.g., intranet, e-mail signatures, electronic and static notice boards, e-mail

broadcast messages etc.); Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the HOD and the MEC office; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and provide general strategic communications support to the Chief Director.

ENQUIRIES : Mr Mnqanqeni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/63 : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOE-DIR-HRA 05/04/2024**
Chief Directorate: Human Resource Management and Development

SALARY : R 1 162 200 - R1 365 411 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office, Zwelitsha
: An undergraduate bachelor's degree (NQF level 7) as recognized by SAQA in Human Resource Management / Public Management / Administration. 5 years middle management experience in a human resource management environment. Computer literacy. Valid driver's license. Candidates must have completed the certificated for entry into the SMS. Public Service Act. Public Service Regulations. Treasury Regulations. Public Finance Management Act. Labour Relations Act. Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Skills Development Act. Research and Policy development. PERSAL System. Objectives of the Public service management framework. Human resource matters. Research method. Projects management. Planning and organizing. Strategic planning. Analytical decision making. Ability to solve problems. Co-coordinating skills. Leadership and Presentation skills. Negotiation skills. Consultation and Interviewing skills. Service delivery. Computer literacy. Facilitation skills. People Management.

DUTIES : Oversee the employee provisioning services, Oversee the rendering of human resource conditions of service for the Head Office, coordinate all human resource related issues for the Department, Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms. L Sidiya Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

OTHER POSTS

POST 14/64 : **DEPUTY DIRECTOR: INTERNAL & EXTERNAL COMMUNICATION REF NO: DOE-DDCOM07/04/2024**
Directorate: Communication
(Re-advertisement)

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office - Zwelitsha
: An appropriate recognised (3-year) undergraduate NQF Level 7 qualification in Communication or Journalism or Public Relations from an accredited institution. A minimum of five (5) years' experience at Assistant Director/junior management level (SL9/10) within government communication environment. Candidates must have a sound knowledge, understanding of the Basic Education Sector, Government communications policies, programmes, and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus;

excellent writing and editing skills; excellent people skills; planning organising and project management skills; sound financial skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Teams, Zoom, MS Outlook, Internet Explorer); and the ability to work accurately and independently during a pandemic. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. All candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management, and administering tender procurement processes in accordance with the PFMA.

DUTIES

: To act as a spokesperson for the Eastern Cape Department of Education when needed. Support the Deputy Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Explore and utilize new media platforms to advance the work of the Department; Lead the development of the Department of Education's overall event management, intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives; Co-ordinate and implement intergovernmental relations and community liaison for the Department of Education; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, television, digital, videography and internal communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Education's priorities; Support the development of the Department of Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualization, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate and implement the weekly publication of the Departmental Newsletter. Support the planning and executing of all events of the department. Facilitate and co-ordinate the management of internal communication platforms (e.g., intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.); Facilitate and co-ordinate the management of photojournalism, editing and videography services to all Directorates, the HOD and the MEC office; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and provide general communications support to the Deputy Director.

ENQUIRIES

: Mr Mnqanqeni Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/65

: **DEPUTY DIRECTOR: ACCOUNTING REPORTING REF NO: DOE-DDFAAR08/04/2024**
Directorate: Accounting Services and Reporting
(Re-advertisement)

SALARY

: R849 702 – R1 000 908 per annum (Level 11), (all-inclusive salary package), Structured as Follows: Basic Salary – 70% Of Package; State Contribution to The Government Employee Pension Fund –13% Of Basic Salary. The Remaining Flexible Portion May Be Structured in Terms of The Applicable Remuneration Rules.

CENTRE

: Head Office, Zwelitsha

REQUIREMENTS

: An appropriate recognised undergraduate NQF level 7 in Financial Management or Accounting as recognized by SAQA. Job Related Work Experience: 5 years' relevant experience of which 3 years' experience must be

at Assistant Director Level (SL9/10) credible and applicable experience in the auditing and/or compilation of financial statements in the Public Sector. Special requirements (Skills needed): Auditing skills, well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Good inter-personal relations. Audit knowledge, extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions, and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Departmental of strategic direction.

DUTIES : The successful incumbent will be responsible for the preparation of interim and annual financial statements, ensure adequate supporting documents, data, and credible accounting entries. Ensures financial statements are fairly presented. Assess compliance with financial regulations and financial reporting framework by testing the financial records, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position. Demonstrate in depth understanding of the Modified Cash Standards and the auditing standards in the Public Sector. Ensures all information required by legislation or regulations to be disclosed is disclosed in the financial statements. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and any operational issues that may impact the validity, accuracy, and completeness of the information to be presented in the financial statements of the Department. Able to manage the work force to ensure on time submission of financial statements.

ENQUIRIES : Mr. C. Nombembe Tel No: (040) 608 4200

POST 14/66 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: DOE-DDCM09/04/2024**
Directorate: Contract Management Services

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : East London - Mandla Makapula Educational Institute
: An appropriate recognised undergraduate NQF level 7 qualification in Legal or SCM as recognised by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10) within Contract Management environment. The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Knowledge of policy development and implementation. Admission as an Attorney or Advocate will be an added advantage. Knowledge of Organizational and government structures. Knowledge of Government legislations. Knowledge of SCM regulations, practice notes, circular and policy frameworks. Knowledge of BBBEE Act 53 of 2003. Knowledge of contract management in the public sector environment and knowledge of PFMA and Treasury regulations. Experience in the management of major contracts and Project management. Accountability and Ethical conduct. Good communication skills. Client orientation and customer focus. Problem solving and analysis.

DUTIES : Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake, and review the monitoring, analyses, and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination, review, and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right

conditions, right quality, and price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Ms. P Silolo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/67 : **DEPUTY DIRECTOR: LOGISTICS AND STORES MANAGEMENT REF NO: DOE-DDLOG10/04/2024**
Directorate: Logistics and Disposal Management

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Head Office - Zwelitsha
An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. At least five years relevant experience of which three (3) years' experience must be at Assistant Director Level (SL9/10) in Supply Chain Management / Logistics Management environment. Must have a valid driver's license. Understanding of the basic education sector will be an added advantage. Competencies and Skills: Sound and in-depth knowledge of relevant prescripts: Public Service Finance Management Act, Treasury Instruction and Practice Notes, Guide to Accounting Officers in Supply Chain Management, Modified Cash Standards and People Management. Good communication skills (verbal and written), Excellent computer literacy with knowledge of the MS Office 365 suite preferably Excel, Projects, Power BI etc. Project Management skills. Knowledge of the Labour Relations Act, Basic Conditions of Employment Act and Public Service Regulations, South African Schools Act. Ability to work under immense pressure.

DUTIES : Manage inventories by ensuring that inventory items are recorded in the inventory registers and that supporting documentation is filed for audit purposes. Ensure inventory management policies and procedures are developed and implemented at head office, district, and all level in the Department. Provide on and off-site support to end users. Liaising with head office officials responsible for resourcing schools, district officials and circuit managers to check inventory levels for replenishment of school inventory items. Reconciling inventories register and managing the overall functions of deploying resources to school. Manage the processing of requisitions by monitoring processing of requisitions to ensure that they comply with legislation. Implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements. Plan and oversee implementation of inventory verification and reconcile against the Inventory Register. Ensure misclassifications are cleared. Prepare and submit Monthly, Annual and Interim Financial Statements inputs. Handle Audit queries regarding inventory management. Quarterly review performance of staff within Inventory Management in line with the Human Resources Management guidelines.

ENQUIRIES : Mrs. Lupondwana Tel No: (040) 608 4479
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/68 : **DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT REF NO: DOE-DDDSCM11/04/2024**
Directorate: Supply Chain Management

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State

contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Chris Hani West
: An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license.

DUTIES

: Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyse on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Mr Godlo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

<u>POST 14/69</u>	:	<u>DEPUTY DIRECTOR: FRAUD & ANTI-CORRUPTION REF NO: DOE-DDANTI12/04/2024</u> Directorate: Risk Management
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Zwelitsha An appropriate recognised undergraduate NQF 7 qualifications in Risk Management/Internal Auditing/Accounting/Economics as recognized by SAQA. Must have 5 years' relevant experience of which three years must have been at Assistant Director Level (SL9/10). Valid Code B Driver's licence. Intimate knowledge of the public sector and its regulatory and legislative framework. the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Cogent knowledge in curriculum development and management including professional development. Fully computer literate in MS Office.
<u>DUTIES</u>	:	Manage the development of Fraud and Anti-corruption governance tools. Develop the departmental fraud and anti-corruption prevention policy and plan. Monitor the implementation of fraud and corruption prevention policy and plan. Develop and monitor the implementation of the departmental code of ethics. Provide support in the implementation of fraud and corruption prevention plan. Identify units with challenges in the implementation of the plan. Facilitate capacity building workshops. Monitor fraud and corruption in the Department. Conduct investigations on fraud and corruption perpetrated against the Department. Report on the management of fraud and corruption. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the sub-directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Sub-directorate's human resources. Direct the utilisation of technology in support of the Sub-directorate's business processes.
<u>ENQUIRIES</u>	:	Mr Addae Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
<u>POST 14/70</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT (PMDS AND QMS) REF NO: DOE-DDPM13/04/2024</u> Directorate: Human Resource Development
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Zwelitsha An appropriate recognised (3-year) undergraduate NQF 7 qualifications as recognized by SAQA in Human Resource Management/Public Management/Public Administration with 5 years' relevant experience of which three years must have been at Assistant Director Level (SL9/10) A valid driver's license. Skills: Project Management Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness Strategic

Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES : Monitor the implementation of PMDS & QMS Manage the development of tools to monitor and report on the implementation of PMDS & QMS in the Department. Ensures that the performance management system provides a framework for planning, managing, and developing employee performance in line with the Department's strategic objectives. Manage the analysis performance data and trends with a view to verify alignment thereof to the institutional performance and facilitate at a strategic level corrective action. Manage the implementation of and recognition and reward framework as well as the alignment between incentive awards and the budget. Provide secretariat support services to the central moderating structures. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Sub Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

ENQUIRIES : Ms Sidiya Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: sanet.nieuwenhuys@ecdoe.gov.za / Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/71 : **DEPUTY DIRECTOR: DISTRICT HR ADMINISTRATION AND PLANNING**
REF NO: DOE-DDHRA&P14/01/2024
Directorate: Human Resource Administration & Planning

SALARY : R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Chris Hani West
REQUIREMENTS : An appropriate recognised (3-year) undergraduate NQF level 7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.

DUTIES : In consultation with Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Control and oversee and recruitment procedures. Conduct reference check to potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Develop, improve, interpret, and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate

departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ENQUIRIES

: Mr Godlo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/72

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE-DDFM&P15/04/2024**
Directorate: Financial Management

SALARY

: R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE

: Amathole East

REQUIREMENTS

: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage. Competency Requirements: In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).

DUTIES

: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous 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. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: Mrs Tolom Tel No: (040) 401 7800
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/73

: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE-DDFM&P16/04/2024**
Directorate: Financial Management

SALARY

: R849 702 – R1 000 908 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Nelson Mandela Bay District
: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage. Competency Requirements: In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS).

DUTIES

: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and

development opportunities. Ensure timeous 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. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Mr Gorgonzola Tel No: (041) 360 4477
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/74 : **EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: DOE-LSPID17/04/2024**
Directorate: LSPID Conditional Grant

SALARY : R827 211 per annum, (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Chris Hani West
MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr Ncapayi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/75 : **EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: DOE-LSPID17/04/2024**

Directorate: LSPID Conditional Grant

SALARY : R827 211 per annum, (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Joe Gqabi

REQUIREMENTS : MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr Ncapayi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/76 : **EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: DOE-LSPID18/04/2024**

Directorate: LSPID Conditional Grant

SALARY : R827 211 per annum, (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Chris Hani East

REQUIREMENTS : MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of

foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

DUTIES

: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES

: Mr Ncapayi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/77

: **EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) REF NO: DOE-LSPID19/04/2024**
Directorate: LSPID Conditional Grant

SALARY

: R827 211 per annum, (an-all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: OR Tambo Inland
: MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

DUTIES

: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning

programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : Mr Ncapayi Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/78 : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: DOE-SLAO06/04/2024**
Directorate: Legal Services
(Re-advertisement)

SALARY : R556 356 – R1 314 666 per annum, (inclusive package), OSD. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Head Office - Zwelitsha
: A SAQA recognised LLB degree. At least 8 years' appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. At least three years' demonstrable experience in education law. At least two years' demonstrable experience in contracts management and SCM processes. Demonstrable knowledge of all legislation relevant to the education sector. At least two years' supervisory experience. A post graduate qualification and Public Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential. Knowledge of Education Sector will be added advantage.

DUTIES : To render legal advisory services to the Department of Education (Eastern Cape Province) related to legal and policy compliance, legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise, and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically, and efficiently manage the monetary, physical, and human resources allocated to the Unit.

ENQUIRIES : Ms S Naidoo Tel No: (043) 702 7459
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/79 : **ASSISTANT DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DOE-ADFAAR20/04/2024**
Directorate: Management Accounting
(Re-advertisement)

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate recognised undergraduate NQF level 7 Qualification in Accounting/Financial Management as recognized by SAQA. Relevant experience in a financial accounting environment plus preparation of financial

statements will be added advantage. A postgraduate degree will be an added advantage. Five (05) years working experience in Supply Chain Management or Finance related field, of which three (03) years must be at supervisory level (salary level 7/8). Knowledge: Public sector experience and knowledge of financial systems, financial prescripts, e.g., Modified Cash Standards (MCS), PFMA, GRAP and Treasury Regulations. Working knowledge of the transversal systems (BAS, PERSAL and LOGIS). Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadlines.

DUTIES : Ensure effective corporate governance processes and sound resources management. Compilation of the Annual and Interim Financial Statements inclusive of disclosure notes and notes. Provide guidance in compilation of inputs to AFS/IFS to District offices and relevant units. Review working files to be reasonably assured that supporting documents are in place to support disclosed transactions. Compilation and submission of Annual and Interim Financial Statements to the relevant authorities. Attending audit queries.

ENQUIRIES : Mr. C. Nombembe Tel No: (040) 608 4415
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/80 : **ASSISTANT DIRECTOR: GOVERNANCE, FRAUD, LOSS, AND AUDIT MANAGEMENT REF NO: DOE-ADICU21/04/2024**
Directorate: Internal Control
(Re-advertisement)

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : An appropriate recognised undergraduate NQF level 7 Qualification in Internal Auditing/ Public Management/ Public Administration as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficient in the application of MS Office Package. Any of the following Certification's CIA, PIA, IAT, QAR will be added advantage Valid driver's license. Knowledge of Education Sector will be added advantage. Extensive Knowledge of Financial Management as directed by the Public Finance Management Act, 1999 and Treasury Regulations/ SCM policies and prescripts/ Human Resource Management policies, procedures and prescripts, Internal Control Management Practices.

DUTIES : Establish an integrated internal control systems (including review of all financial policies and procedure documents); Manage the delegations framework for the Department; Manage the appointment of programme and responsibility managers; Manage the consolidation of all systems description formulation and review; Manage the collation of specimen signatures for programme and responsibility managers; Manage the Departmental governance frameworks; Manage the Financial and Financial Related Systems Control framework; Fraud/unethical behaviour prevention framework development and review; Manage the implementation of Policy and Control development and implementation in-line with New Treasury Regulations, SCM requirements and HRM legislation; Management of System Documentation. Provincial support and monitoring of Districts; Manage the allocated resources of the department 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 adequate training and development opportunities to staff; Ensure timeous development and implementation of work plans and personal development plans (PDPs) for all subordinates; Manage daily employee performance and

- ensure timely performance assessments of all subordinates; Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Ms. N Gqoli Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/81** : **ASSISTANT DIRECTOR: COMMUNICATION (INTERNAL & EXTERNAL COMMUNICATION) REF NO: DOE-ADSM22/04/2024**
Directorate: Communication and Events Management
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Head Office - Zwelitsha
: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Communication Science/ Marketing/ Public Relation/ Media Studies or Journalism as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post graduate degree in the above will be an added advantage Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles Skills: Planning and Organizing, Interpersonal, Computer Literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Event Management; Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spoke person for Department of Education in the province (daily). Organise stakeholder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the Department of Employment and Labour at Provincial level (monthly). Manage Department of Employment and Labour internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach programmes, outside broadcasts, national commemorative days etc. (yearly).
- ENQUIRIES** : Ms N Mgijima Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/82** : **ASSISTANT DIRECTOR: DISTRICT DEMAND AND ACQUISITION SERVICES REF NO: DOE-ADDAS23/04/2024**
Directorate: Supply Chain Management
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Alfred Nzo West
: An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and

DUTIES

Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

: Implement Demand Management Policies and Procedures in The District Office Promote Sound Implementation of Demand Management Practices Monitor. The Demand Management Activities Monitor Effectiveness of Departmental Policies with regards to Acquisition Management. Development of Annual Procurement Plan for the District Office. Develop Goods & Services of specifications. Conduct Research with Information from Departmental Procurement Plan. Determine whether specifications should contain any special conditions. Compile Tender / Quotation Specifications. Request for proposal as required. Determine whether specification for the relevant commodity exists. If not collect information and compile specification / terms of reference. Ensure functioning of the bid specification, quotations committee and render a secretariat service to the relevant Committees. Provide acquisition management services: Monitor the acquisition management activities by ensuring compliance to SCM Prescripts. Manage the setup of the bid specification, bid evaluation, bid adjudication, quotations committee and disposal committees and render a secretariat service to the relevant committees. Manage bidding process in the district office. Facilitate the compilation of bid documents and advertisements. Monitor the process of receipt (Closing and Opening) of bid documents in the district. Process bid documents by Ensuring that all bid documents are complete. Manage the sourcing of bids from the database according to the threshold values determined by National Treasury. Manage the compilation of the list of prospective suppliers. Manage the development of terms of reference. To invite service providers for an expression of interest. Receive, evaluate, and adjudicate expressions of interest. Manage compilation and development supplier's database. Manage the allocated resources of the sub-directorate. In line with legislative and departmental policy, directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Mr. Mbangeni Tel No: (039) 256 0594
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/83

: **ASSISTANT DIRECTOR – DISTRICT DEMAND AND ACQUISITION SERVICES REF NO: DOE-ADDAS24/04/2024**
Directorate: Supply Chain Management
(Re-advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 – R532 602 per annum (Level 09)
: Joe Gqabi
: An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and

DUTIES

Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

: Implement Demand Management Policies and Procedures in The District Office Promote Sound Implementation of Demand Management Practices Monitor. The Demand Management Activities Monitor Effectiveness of Departmental Policies with regards to Acquisition Management. Development of Annual Procurement Plan for the District Office. Develop Goods & Services of specifications. Conduct Research with Information from Departmental Procurement Plan. Determine whether specifications should contain any special conditions. Compile Tender / Quotation Specifications. Request for proposal as required. Determine whether specification for the relevant commodity exists. If not collect information and compile specification / terms of reference. Ensure functioning of the bid specification, quotations committee and render a secretariat service to the relevant Committees. Provide acquisition management services: Monitor the acquisition management activities by ensuring compliance to SCM Prescripts. Manage the setup of the bid specification, bid evaluation, bid adjudication, quotations committee and disposal committees and render a secretariat service to the relevant committees. Manage bidding process in the district office. Facilitate the compilation of bid documents and advertisements. Monitor the process of receipt (Closing and Opening) of bid documents in the district. Process bid documents by Ensuring that all bid documents are complete. Manage the sourcing of bids from the database according to the threshold values determined by National Treasury. Manage the compilation of the list of prospective suppliers. Manage the development of terms of reference. To invite service providers for an expression of interest. Receive, evaluate, and adjudicate expressions of interest. Manage compilation and development supplier's database. Manage the allocated resources of the sub-directorate. In line with legislative and departmental policy, directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES

: Dr Mceleli Tel No: (051) 611 1380/6110064
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/84

: **ASSISTANT DIRECTOR: ICT REF NO: DOE-ADICT25/04/2024**
Directorate: Information Communication Technology

**SALARY
CENTRE
REQUIREMENTS**

: R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Computer Science, Information Systems as recognized by SAQA. Five (5) years' experience as a Cyber Security Specialist or similar role. Hands-on experience in analysing high volumes of logs, network data and other attack artifacts. Experience with vulnerability scanning solutions. Proficiency with antivirus and security software. A valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES

: Determine security violations and inefficiencies by conducting periodic audits. Upgrade our network and infrastructure systems. Implement and maintain security controls. Identify and solve potential and actual security problems. Assess the current situation, evaluating trends and anticipating security requirements. Keep users informed by preparing performance reports, communicating system status. Maintain quality service by following organization standards. Maintain technical knowledge by attending educational

workshops. Contribute to team effort by accomplishing related results as needed. Ensure that cyber security projects meet objectives across our organization. They are responsible for various tasks, including process re-engineering and documentation of activities related to this area. A Cyber Security Specialist's responsibilities include using their skills to detect insecure features and malicious activities within our networks and infrastructure. They will implement customized application security assessments for client-based asset risk, corporate policy compliance as well as conduct vulnerability assessment. They should have an advanced understanding of TCP/IP, common networking ports and protocols, traffic flow, system administration, OSI model, defense-in-depth, and common security elements. The specialist's focus is not only limited to assessing whether vulnerabilities exist but also how those risks could be mitigated which can help provide organizations with more confidence about system stability going forward. Ultimately, you will work to ensure the security of our business information, employee data and client information throughout our entire network.

ENQUIRIES : Mr Cele Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/85 : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: DOE-ADPA26/04/2024**
Directorate: Physical Resource Management - Physical Resource Planning & Property Management
(Re-advertisement)

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Head Office– Zwelitsha
: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Real Estate or Property Management as recognised by SAQA. Must be computer literacy. Five years' experience of which three experience post qualification must be at supervisory level (level 7/8). PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES : Land Affairs and Immovable Asset Register. Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Accommodation, Municipal Accounts and Expenditure Management. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train

Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES : Mr. Monare Tel No: (040) 608 4246
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/86 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DOE-ADRM27/04/2024**
Directorate: Risk Management

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6, preferable NQF 7 in Risk Management/Internal Auditing/Accounting/Economics as recognised by SAQA. A minimum with 5 years' experience of which three years must have been at supervisory level (SL 7/8). Computer literacy. A valid driver's license. Intimate knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements, public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Knowledge of Education Sector will be added advantage.

DUTIES : Provide technical support with the development and maintenance of DOE's Risk Management Governance Structure, framework, policies, and instruments. Coordinate and assist with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Review, design, develop and implement risk management policies, strategies, and processes. Coordinate processes to monitor and review the effectiveness of DOE's risk management framework and facilitate corrective action. Develop risk management competence and maturity. Develop and maintain stakeholder relations and collaborative partnerships. Facilitate the implementation of DOE's enterprise-wide risk management framework. Develop and implement DOE's Risk Management Plan. Evaluate and define the macro internal and external (organisational) context of DOE's operations. Provide technical assistance to business units to comply with risk management imperatives by establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritising the Internal and external risks. establishing of a risk profile; and establishing a risk treatment or mitigation plan. Consolidate risk profiles into a consolidated enterprise Risk Register for DOE to inter alia inform internal audit processes. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the section required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the

- section's human resources. Direct the utilisation of technology in support of the section's business processes.
- ENQUIRIES** : Mr. Addae Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/87** : **ASSISTANT DIRECTOR: HRIS POLICY & RESEARCH REF NO: ADRM28/04/2024**
Directorate: Human Resource Planning & Information Systems
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate (3-year) undergraduate NQF 6, preferable NQF 7 in Human Resource Management/Public Management/Public Administration as recognised by SAQA. A minimum with 5 years' experience of which three years must have been at supervisory level SL 7/8). Computer literacy. A valid driver's license. Knowledge of the Education Sector will be added advantage.
- DUTIES** : Develop and facilitate the implementation of relevant HR Information System in Dept. Facilitate the application of HR Information Systems. Manage and monitor the utilization of relevant HR Information Systems components. To analyse HR related data. Facilitate establishment and effective utilization of HR management Database at Head Office and Districts. The rendering of advisory services to department on HR Information matters, including the supply and demand of HR in line with the strategic plan of the department. Provide support to management with regards to HR related matters.
- ENQUIRIES** : Mr. Meiring Tel No: (043) 735 1820
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/88** : **ASSISTANT DIRECTOR: DISTRICT HR PLANNING REF NO: DOE-ADDHRAP29/04/2024**
Directorate: Human Resources
- SALARY CENTRES REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Joe Gqabi
: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide human resource management systems administration and compliance services. Co-ordinate and administer PPN allocation process within the district. Co-ordinate person to post matching process. Provide PERSAL district coordination support services. Generate PERSAL management reports, initiate corrective action and report thereof. Monitor PERSAL suspense account transactions, initiate corrective action thereof. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support, co-ordination services. Provide support to recruitment processes.
- ENQUIRIES** : Ms Masiza Tel No: (051) 611 1380/611 0064
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/89 : **ASSISTANT DIRECTOR: STATUTORY AUDIT REF NO: DOE-ADCC30/04/2024**
Directorate: Internal Audit

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate (3-year) undergraduate NQF 6 preferable NQF 7 in accounting/ Commerce/ Auditing as recognised by SAQA. Professional Internal Audit Certification- PIA as an added advantage. A minimum of 5 years relevant experience of which 3 years must be at supervisory level (salary level 7/8) and a valid driver's license. Reasonable experience in computer applications in the office management Including MS Word, Excel, PowerPoint, and Outlook. Knowledge and application of Batho Pele Principles. Ability to work independently, well developed interpersonal communication (both verbal and written) skills. Knowledge of Education Sector will be added advantage.

DUTIES : Conduct special and statutory audits. Implement the departmental strategic, operational, and statutory performance audit plans in accordance with acceptable audit standards and stipulated timeframes. Provide statutory auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide support in the preparation of report findings to the Audit Committee. Analyse the implementation risks and implement statutory audit engagements accordingly. To provide support in the development, implementation and maintaining of statutory audit methodology for the Department. Analyse the DOE operational environment and develop tailor made audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the internal auditing function and its role to assist line managers to continuously improve service delivery and value for money aspects. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the section required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

ENQUIRIES : Ms. Madolo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/90 : **ASSISTANT DIRECTOR: ASSET & DISPOSAL MANAGEMENT REF NO: DOE-ADRM31/04/2024**
Directorate: Logistics and Disposal Management

SALARY CENTRE REQUIREMENTS : R444 036 – R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate (3-year) undergraduate NQF Level 7 qualification in Supply Chain Management/Financial Management/ Financial Information Systems as recognised by SAQA. A postgraduate degree will be an added advantage. Five (05) years working experience in Supply Chain Management or Finance related field, of which three (03) years must be at supervisory level (salary level 7/8). Knowledge of the PFMA, GRAP, Accounting Framework for Departments, Asset Management Framework and Treasury Regulations, Modified Cash Standards. Practical knowledge of the LOGIS system. Excellent computer literacy with knowledge of the MS Office 365 suite preferably Excel, Projects, Power BI etc. Demonstrate leadership/ interpersonal relationship and asset management skills. Ability to monitor and check information as well as set up and maintain information systems. Willingness to work cooperatively with others as a team and good communication skills. Must have a valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES : Assist in the implementation, advocacy and monitoring of the provincial Movable Asset Management policies and guidelines. Implementation of new legislative requirements pertaining to movable asset reporting. Roll-out policies and guidelines. Oversee and provide support to 12 education districts, 4 teacher institutes and other departmental offices on management of assets. Maintenance of asset registers. Conduct monthly expenditure reconciliations. Reconcile BAS and LOGIS with the Asset Register monthly. Update Asset Registers for Additions. Assist on preparing AFS for interim and final audit for both internal and external Auditors. Develop Action Plans and clear audit queries. Maintain audit records for asset transactions. Update Asset Registers for disposals, transfers, losses, finance leases etc. Retiring of all losses and disposed assets in the register. Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Ensure misclassifications are cleared. Ensure proper annual reporting and reconciliations. Assist in the establishment and functioning of Asset Disposal and Loss Committees. Manage stakeholder relationships. Oversee the administrative functions of the unit. Perform people management functions. Manage Projects. Ensure the achievement of operational targets. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

ENQUIRIES : Ms. P Silolo Tel No: (040) 608 4479
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/91 : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: DOE-ADDS33/04/2024**
Directorate: Internal Audit

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/ Commerce/ Auditing as recognized by SAQA. Professional Internal Audit Certification- PIA as an added advantage. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Registration with the relevant council or professional body A post degree qualification in the above will be an added advantage. Intimate knowledge of the public sector and its regulatory and legislative framework. the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law, the public sector financial management regulatory framework; and control and reporting requirements, public sector management reporting requirements, Diversity Management, Basic knowledge of corporate services functions. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.

DUTIES : Provide performance audit services on the performance of departmental programmes. Provide support in the development and implementation of the departmental strategic, operational and engagement performance audit plans in accordance with acceptable audit standards and stipulated timeframes. Provide performance auditing services and make value added recommendations to enhance the overall performance of the organisation. Report findings to the Audit Committee. Analyse the implementation risks and implement performance audit engagements accordingly. Monitor and evaluate the impact of the performance auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DOE's internal audit governance structures. Provide support in the development, implementation, and maintenance a performance audit methodology for the Department Analyse the DOE operational environment and develop tailor made performance audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the performance auditing function and its role to assist line managers to continuously improve service delivery and value for money

aspects. Manage relationships with clients and other stakeholders with objective of achieving improving customer satisfaction. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Sub Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

ENQUIRIES : Ms Madolo Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/92 : **ASSISTANT DIRECTOR: DEBT AND REVENUE SERVICES REF NO: DOE-ADDS34/04/2024**
Directorate: Debt and Revenue Services

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: (BAS). Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.

DUTIES : Monitor sundry payments and compile monthly reports. Reconcile sundry payments and report monthly. Facilitate inter-departmental claims. Administer infrastructure and LTSM payments. Implement bank rejections. Facilitate and monitor the sections audit intervention plan. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Mr Nombembe Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/93 : **ASSISTANT DIRECTOR: PSA EMPLOYEE RELATIONS REF NO: ADDS35/04/2024**
Directorate: PSA Employee Relations and Performance Management

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office – Sarah Baartman
REQUIREMENTS : Three-year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Coordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.

- DUTIES** : Finalise all grievances and complaints received from employees in the Department, Process and finalize all misconduct cases in the Department, Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration, Develop and manage the information and records of all activities in the Employment Relation, Coordinate the finalization of all disciplinary cases in the Department and manage resources of the section.
- ENQUIRIES** : Mr De Bruyn Tel No: (042) 471 2131
- POST 14/94** : **WORK STUDY OFFICER – ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DOE-ADSP36/04/2024**
Directorate: Organisation Development
- SALARY** : R376 413 - R443 403 per annum (Level 08)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Operations Management/ Business Analysis/ Organizational Development as recognized by SAQA. Certificate in Management Sciences/ Organisation & Development Certificate may serve as an advantage. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide Administrative support in developing and maintaining organizational and post establishment in line with imperatives set by the strategic plan. Provide Administrative support in the coordination of job evaluation services, change management process. Provide admin assistance in the business process management service. Perform administrative and related functions.
- ENQUIRIES** : Mr M. Zazela Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/95** : **PERSONNEL PRACTITIONER: HRP REF NO: DOE-PP37/04/2024**
Component: Human Resources Management
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Nelson Mandela Bay - Gqeberha
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 NQF 7 in Human Resource Management/Labour Law as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of PERSAL or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide district PERSAL control services. Provide HR management Information services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management report, initiate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Gorgonzola Tel No: (041) 360 4477
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

- POST 14/96** : **PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: DOE-PAO37/04/2024**
Directorate: Logistical Management and Auxiliary Services
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Alfred Nzo West
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Mbangeni Tel No: (039) 256 0111
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/97** : **PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: PAO38/04/2024**
Directorate: Logistical Management and Auxiliary Services
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Buffalo City Metro
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Mabece Tel No: (040) 760 0383
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/98** : **PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: DOE-PAI39/04/2024**
Directorate: Logistical Management and Auxiliary Services
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective

- communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Gorgonzola Tel No: (041) 360 4477
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/99** : **ADMINISTRATION OFFICER REF NO: DOE-AO40/04/2024**
Directorate: Examination and Assessment
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole East
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/Public Administration/Business Management as recognised by SAQA with at least 3-5 years relevant experience. Proven working knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems. Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
- DUTIES** : Handle the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.
- ENQUIRIES** : Mr Tolom Tel No: (047) 491 1070
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
- POST 14/100** : **ADMIN OFFICER: CIRCUIT SUPPORT REF NO: DOE-AO41/04/2024**
Directorate: Circuit Admin Support
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Buffalo City Metro
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Public Management/Public Administration/Business Management as recognised by SAQA with at least 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.
- DUTIES** : Provide maintenance and administrative support to the circuit. Coordinate data collection from schools for the circuit. Provide secretariate support to circuit governance structure. Provide administrative support on examination and assessment service for the circuit.
- ENQUIRIES** : Mr Mabece Tel No: (040) 760 0383
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

- POST 14/101** : **DISTRICT STATE ACCOUNTANT REF NO: DOE-DSS42/04/2024**
Unit: Expenditure Management
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Sarah Baartman
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
- DUTIES** : Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget Scola items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.
- ENQUIRIES** : Mr De Bruyn Tel No: (042) 471 2131
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za/
anele.rululu@ecdoe.gov.za
- POST 14/102** : **DISTRICT STATE ACCOUNTANT REF NO: DOE-DSS43/04/2024**
Unit: Expenditure Management
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : OR Tambo Inland
REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
- DUTIES** : Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget Scola items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to

internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.

ENQUIRIES : Ms. Makrweide Tel No: (047) 134 1178
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

POST 14/103 : **ADMINISTRATIVE CLERK REF NO: DOE-AC44/04/2024**
Unit: Examinations And Assessments

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Joe Gqabi
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

ENQUIRIES : Dr Mceleli Tel No: (051) 611 1380/6110064
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

POST 14/104 : **ADMINISTRATIVE CLERK REF NO: DOE-AC45/04/2024**
Directorate: Circuit Admin Support

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo West
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

ENQUIRIES : Mr Mbangeni Tel No: (039) 256 0594

For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

POST 14/105 : **ADMINISTRATIVE CLERK REF NO: DOE-AC46/04/2024**
Directorate: Asset & Stores Management

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Sarah Baartman
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). 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 Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr De Bruyn Tel No: (042) 471 2131
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

POST 14/106 : **ADMINISTRATIVE CLERK REF NO: DOE-AC47/04/2024**
Directorate: Circuit Admin Support

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Nelson Mandela Bay
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of

office stationery. Keep and maintain the asset register of the component (district offices). 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 Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr Gorgonzola Tel No: (039) 256 0594
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/107 : **ADMINISTRATIVE CLERK REF NO: DOE-AC48/04/2024**
Directorate: Asset & Stores Management

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo East
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). 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 Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms. Khuzwayo Tel No: (039) 251 0279/2510063
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za/ anele.rululu@ecdoe.gov.za

POST 14/108 : **ADMINISTRATIVE CLERK RE NO: DOE-AC49/04/2024**
Directorate: Auxiliary Services

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo West
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). 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 Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr Mbangeni Tel No: (039) 256 0594
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 14/109 : **ADMINISTRATIVE CLERK REF NO: DOE-AC50/04/2024**
Directorate: Circuit Admin Support

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Alfred Nzo West
REQUIREMENTS : A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES : Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). 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 Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr Mbangeni Tel No: (039) 256 0594
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

- POST 14/110** : **HR CLERKS REF NO: DOE-HRC51/04/2024 (X2 POSTS)**
 Directorate: HRA Conditions of Service
- SALARY CENTRE REQUIREMENTS** : R216 417 – R242 928 per annum (Level 05)
 : Head Office – Zwelitsha
 : A grade 12 certificate with no experience required. Must be computer literate. Knowledge and understanding of records management and archives policies, procedures, and regulations. Knowledge and understanding of leave management. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy, and attention to detail.
- DUTIES** : Facilitation and capturing of documents. Dealing with resignations, terminations and retirement files. Safe keeping of documents and correspondence. Monitoring and support visit to districts. Identification of problem cases and escalation to relevant officials; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records.
- ENQUIRIES** : Ms. Pendrigh Tel No: (040) 608 4200
 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za
[/anele.rululu@ecdoe.gov](mailto:anele.rululu@ecdoe.gov).

DEPARTMENT OF HEALTH

- 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. NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the DOH EE 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)
Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- Mnquma Sub-district** - Post to: HR Office, Mnquma Sub-district: 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms N Tengwa –Tel no: 047 491 0740.
- Sunday's Valley Hospital** - Post to: Human Resource Office, Sunday's Valley Hospital, P.O. Box 68. Kirkwood. 6120 or Hand deliver at Sunday's Valley Hospital, Kirkwood. Enquiries: Ms T. Fekema Tel: 042 2300 406/432/567.
- Oliver & Adeliade Tambo Hospital** - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni; Tel No. 039 251 0236
- Humansdorp Hospital** - Post to: Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand delivery to: HR Office (Admin Block)1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquires: Ms G Kivedo Tel no 042 200 4279/236.
- Livingstone Tertiary Hospital** - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348
- Sarah Baartman District Office** - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509
- Buffalo City Metro** - Post to: HR Office, Buffalo City Metro Health Office, Private Bag X9015, East London, 5200. Hand Deliver to: Buffalo City Metro, Human Resource Office, 18 Sheffield Road, Woodbrook, East London 5201. Enquires: RecruitmentHeadOffice@echealth.gov.zaPZ Meyer TB Hospital - Post to; HR Office, PO Box 1154, Humansdorp, 6300 or hand deliver to: HR

Office, Humansdorp Hospital, Johnston Street, Humansdorp, 6300. Enquiries: Dr Mboya Majola Tel no – 042 291 2072.

Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr. ZP Tyalana – Tel no: 051 633 9631.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Enquiries: Ms V. Motebele Tel no 047 498 0026.

SS Gida Hospital - Post to; HR Office, SS Gida Hospital, Private Bag X012, Keiskammahoek, 5670 or hand deliver to: HR Office, SS Gida Hospital, Keiskammahoek, 5670. Enquiries: Tel no 040 658 0043

Fort Beaufort Hospital - Post to Fort Beaufort Hospital. No 5 Bell Street, Fort Beaufort, 5720, Enquiries: Mr. Zethu Tel: 046 645 1111 or hand delivery: No 6 Bell Street, Fort Beaufort 5720, Enquiries: Tel no: 046 645 1111/12/13/14

Mbhashe Sub District - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr. Praitel Tel no 0397976070.

Sipetu Hospital - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr. EF Madaka Tel: 039 255 0077

Mt Ayliff Hospital - Post to: P/Bag X504, Mt Ayliff Hospital, 4735 or hand delivery to: No.8 Ntsizwa Street Mount Ayliff 4735 Enquires: Mrs. O Mjoka Tel: 039 254 0236.

Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel no 039 255 8200/11/12.

Bedford Hospital – Post to: HR Office, Bedford Hospital, PO Box 111, Bedford, 5780 or hand delivery to: HR Office, Bedford Hospital, 4 Maitland Street, Bedford, 5780. Enquiries: Mr S Matandela Tel no 046 685 0043/0361

Madwaleni Hospital - Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr. Fenguza Tel no: 047 573 8900/1/2.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Ms T Nqumashe Tel 047 502 9000

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel: 047 401 9000.

Andries Vosloo Hospital - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel no: 042 243 1313

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469.

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532

Stutterheim Hospital - Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital No 1 Hospital Street Stutterheim 4930 Enquiries: Ms P Booï Tel no 043 683 1313

Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

Nompumelelo Hospital - Post to Nompumelelo Hospital Private Bag x13 Peddie 5640 or hand deliver: Nompumelelo Hospital, Grahamstown Road, Peddie 5640, Enquiries: Ms. NG Tsako Tel no: 040 673 3321

Raymond Mhlaba Sub District - Post to: P.O. Box 967, Fort Beaufort, 5720 or Hand Delivery Human Resource Office, Raymond Mhlaba Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720: Enquiries: Ms NA Mcetywa Tel no 046 645 2695

SS Gida Hospital - Post to: Human Resource Office, S.S. Gida hospital: Private Bag x 12 Keiskammahoek, 5670: Enquiries: N. E Fumanisa Tel no 040-658 0043.

Madwaleni Hospital - Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr Fenguza Tel no: 047 573 8900/1/2.

Jansenville Hospital - Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital, College Street, Jansenville, Enquiries: Mr T Marenene Tel No: 049 836 0086

Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 8071110/1101.

Lililtha Nursing College - Post to: Human Resource Section, Lilitha Nursing College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha Nursing College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

Settlers Hospital - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires Ms S Diva Tel no 046 602 5046.

Amahlati Sub-district - Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel no: 043 643 4775/6.

Mhlontlo Sub District - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries: Tel no: Ms Ntlabi -047 553 0585

Nyandeni Sub District - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel no 047 555 0151.

Winterberg Hospital - Post to: HR Office, Winterberg Hospital, Alice Road, Fort Beaufort, 5720. Enquires: Ms Z Maneli Tel no 046 645 1142.

Empilisweni Hospital - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr. J. Fonya – Tel no: 051 611 0259/078 530 7136.

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Dora Nginza Hospital: Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver

to:Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr. M Nozaza – Tel no: 039 253 5012.

Fort England Psychiatric Hospital - Post to: HD Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown,6139 or Hand delivery to: HR Office Fort England Psychiatric Hospital, York Road, Grahamstown, 6139. Enquiries: Ms Nazo Tel: 046 602 2300.

Tower Psychiatric Hospital - Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs. V Whitecross Tel no 046 645 5008

Frontier Regional Hospital - Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

Cecilia Makiwane Regional Hospital - Post to: HR Office, Cecilia Makiwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makiwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel no 047 502 4143/4008.

Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

Mthatha Pharmaceutical Depot: Postal Address: P.O Box 52899 Mthatha 5099 or hand deliver to Human Resource Office, Mthatha Pharmaceutical Depot, Nelson Mandela Drive, Fortgale, Next to Nelson Mandela Academic Hospital Mthatha. Enquiries: Mr M Diko Tel No: 047 532 5536.

Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel no 049 807 7739

CLOSING DATE
NOTE

: 13 May 2024
: 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 of Health 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

<u>POST 14/111</u>	:	<u>DIRECTOR: EPIDEMIOLOGY, RESEARCH & SURVEILLANCE REF NO: ECHEALTH/DIR-ERS/HO/ARP/01/04/2024</u>
<u>SALARY</u>	:	R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
<u>CENTRE</u>	:	Head Office, Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA in health or medical sciences with specialisation in Epidemiology and Biostatistics/Statistics, Health Research (NQF 7). Post basic qualification in Master of Science (MSc) or Master of Public Health (MPH), in both specialising in Epidemiology and Biostatistics will serve as an added advantage. A record of training from the institution the degree was obtained will be required to ascertain the areas of specialisation and the degree level 5 years' experience at a middle managerial level experience in the areas of epidemiology, health research, public health surveillance and communicable diseases outbreak response teams. Extensive experience in the use computer packages software's like SPSS, Stata, Epi6, Epi2000/2, Map Info & others. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to health regulations and health diplomacy. Must be able to contribute to the paradigm shift in public health for health service delivery and universal access. Must be proficient in the following competencies and skills sets: Analytical assessment and evaluation; Computer and Writing; Strategic Capability and Leadership; Programme and Project Management; Human Resource Management and Planning; Financial Management and Budget Planning and Forecasting; Change Management, Communications and Stakeholder Management; Research, Policy Development and Quality Assurance. Good interpersonal skills and diversity management. Commitment to epidemiology and research training and practice. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A valid South African driver's license. Computer literacy certificate.
<u>DUTIES</u>	:	To manage and coordinate implementation of a range of epidemiology, disease surveillance and research programmes in the province. Manage and coordinate the epidemiological Surveillance of Notifiable Medical Conditions.

Conduct Communicable Disease Control functions in the province. Develop policies, protocols and guidelines for public health. Monitor diseases trends for rapid response and containment. Facilitate and undertake research and epidemiology projects within the department. Implement Integrated Disease surveillance and Response (IDSR) in the province. Manage and coordinate the activities of Provincial Health Research Committee (PHRC). Ensure research is conducted within the National Health Act (2003) framework and complies with ethical conduct. Assist the department in conducting programmes evaluations. Lead epidemiology and research partnerships and collaborations with developmental partners, health public entities local and international universities. Facilitate the establishment of the departmental Epidemiology Bulletin quarterly. Manage and coordinate financial management, human resources management and human resource development, supply chain and asset management. Coordinate strategic and operational planning of the directorate and monitor operational planning at the campuses/learning centres. Monitor and evaluate quality management. Manage and utilise human resources in accordance with relevant directives and legislation. Evaluate and monitor performance of staff.

ENQUIRIES : Prof S Moko Tel No: (040) 608 1289
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/112 : **DISTRICT MANAGER REF NO: ECHEALTH/DM/JGDO/ARP/02/04/2024**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in a health-related field or an equivalent qualification coupled with 5 years' experience at a middle managerial level experience in District Health Services. A sound understanding of the functioning of the Public Services Health System is required. Knowledge of the service delivery turn around and change management strategies will be an added advantage. Computer literacy and valid drives licence .Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). A valid driver's licence.

DUTIES : Strategic planning and coordination of health services in institutions falling under the district. Provide leadership and support to institutions within the district. The candidate will be responsible for monitoring the implementation of health services policies, standard operating procedures and protocols within the district. Liaise with Sub-District Managers and hospitals in managing institutions in the district. Participate in the integrated and development planning for the effective District Health Plans. Coordinate, analyse and improve the reporting system of the district. Ensure efficient financial management in compliance with PFMA and efficient Human Resource Management within the District.

ENQUIRIES : Mr PZ Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/113 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/DIR-HRM/JGDO/ARP/03/04/2024**

SALARY : R1 162 200 - R1 365 411 per annum (Level 13), an all -inclusive package
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Human Resources/Public Administration coupled with 5 years' experience at a

middle managerial level. Knowledge of the Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulation and other relevant acts, policies and regulations Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Guide and direct rendering of human resource administration services: Provision of HR Planning and HR Information systems. Provision of HR Administration services. Guide and direct rendering of HRD and Employee Wellness services: Provision of HR Development services. Manage and monitor coordination of training of health workers. Provision of Employee Wellness services. Guide and direct rendering of Employee Relations services: Monitor administration of grievances and disciplinary processes. Monitor the rendering of technical advisory services i.r.o employee relations. Guide and direct rendering of general administration and security services: Provision of office administration services. Coordination and monitoring of security services. Manage performance and all the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr PZ Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za

OTHER POSTS

POST 14/114 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/DDHR/ORTDM/ARP/04/04/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : OR Tambo, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resource Management /Public Administration or relevant qualification with 5 years' experience in the field of which three years is at Assistant Director level. Broad knowledge and understanding of Human Resource Management. In dept. knowledge of all relevant Acts, Policies, Regulations and White paper in Humana Resource Management. Sound knowledge of Human Resource Practices, Staff Relations (Disciplinary and Grievance procedure) and Human Resource Development. Sound knowledge of PERSAL Project Management and Financial Management. Decision making, communication, planning and leadership skills. Conflict management Computer literacy. A valid driver's licence Records management, Budgeting and Financial management, Communication and information, People management, project management, managing interpersonal conflict and resolving problems, Diversity management, planning and organizing, impact and influence, team leadership, applied Strategic thinking. Skills Managerial skill, Leadership skills, Communication skills, Sense of responsibility decision making skills, Computer literacy functioning in a multi-disciplinary team.

DUTIES : Develop and implement HR Plans Manage recruitment and selection services Manage HR Records management and reporting, manage leave and related matters, Manage resource Guide and supervise the implementation of human resource related policies and programmes. Planning and compilation of operations baseline plans such as: Sub directorate operational plan HR

Administration activities for the financial year, budget plan for the year and adjustments, workforce planning & utilization plans- check supply and supply and demand and draw allocation schedules. Compile selection and recruitment plan .Coordination of unit operations or programmes .Manage utilization of unit budget, monitor spending trends and make the necessary budget adjustment. Consolidate unit operations/programme reports. Guide execution & maintenance of the following activities: Selection and recruitment process, workforce planning (HR Plan & EE Plan), Leave Administration, Remuneration & Service benefits, staff establishment. Monitor and administer staff establishment. Monitor general performance of the unit and make relevant changes or reviews. Responsible for the development of personnel job profiles work plans and conducting of personnel performance reviews. responsible for coaching and mentoring of personnel. Institute disciplinary actions where necessary to correct unwanted behavior/conduct in the workplace. Monitor and amend HR administration processes and systems. Set operational standards with a view to have realistic performance turnaround times. Facilitate engagement sessions of marketing related policies and procedures to the workforce.

ENQUIRIES : Ms T Nqumashe Tel No: (047) 502 9000

POST 14/115 : **DEPUTY DIRECTOR: FINANCE REF NO: ECHEALTH/DD-FIN/JGDOO/ARP/05/04/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in the field of Finance/Accounting as recognized by SAQA. A postgraduate qualification (NQF Level 8) will serve as an added advantage coupled with 5 years' experience in a financial environment of which Three (3) years must be at Assistant Director's level in Public Sector (Finance). Knowledge and understanding of financial management as implemented in the Public Sector and within the context of budgeting and spending. Knowledge and understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership program and project management. People management and empowerment. Service delivery innovation. Client orientation and customer focus. A valid driver's license.

DUTIES : Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debt management. Support and co-ordinate provision of financial accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and legislative prescripts. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Attend to Audit queries (Internal and External) and develop an Audit Improvement Plan for the District. Provide support and guidance on financial matters within the district. Render advocacy on financial issues through outreach within the district services. Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan. Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the Department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District. Take effective and appropriate steps to ensure maximum collection of revenue due to District. Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee Performance Management and Development (EPMDS) of staff as required. Ensure that reasonable high discipline, and staff morale is maintained. Ensure that regulations /procedures

and proper internal control / SOP's are in place and adhered to at all times. Overall responsibility and management of staff in Finance Component. Design, develop and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits.

- ENQUIRIES** : Mr. PZ Tyalana Tel No: (051) 633 9631
- POST 14/116** : **DEPUTY DIRECTOR: FRAUD MANAGEMENT REF NO: ECHEALTH/DD-FRD/HO/ARP/06/04/2024**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) as recognized by SAQA in Legal Studies/Forensic Auditing/Fraud and anti-corruption or relevant qualification with 5 years' experience in the anti-corruption field or Senior certificate with ten years working experience in anti-corruption field. A certified Fraud Examiner with 3 years at Assistant Directors level in the anti-corruption field. Experience in developing and implementing training programmes on fraud and corruption. Knowledge of the applicable legislation and prescripts. Capacity to work innovatively, under pressure and independently. Computer literacy. Good facilitation, report writing, research, presentation, and motivational skills. Must possess a valid driver's licence and willing to travel. Skills and competencies: Strategies capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal loyalty and courteous.
- DUTIES** : Monitor, analyse and report on business processes. Monitor operational and annual performances plans of the unit. Act on allegations of fraud and corruption within the department. Develop and oversee implementation of anti-corruption measures. Conduct awareness campaigns. Implement anti-corruption policies. Conduct and co-ordinate special investigations in cases of alleged fraud, corruption, and mal administration. Facilitate co-ordination of fraud risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases. Receive cases, verify, and allocate them to practitioners for further investigation. Facilitate co-ordination of integrity management, ethics risk assessment and report. provide comprehensive and formalised training to assist in highlighting the ethics. Develop and oversee the implementation of integrity management strategy, policy, and implementation plan. Coordinate MPAT submissions and compliance. Supervision and management of staff.
- ENQUIRIES** : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/117** : **DEPUTY DIRECTOR: DISTRICT DEVELOPMENT (PRIMARY HEALTH CARE) REF NO: ECHEALTH/DD-PHC/HO/ARP/7/04/2024**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in Health Sciences (NQF Level 7) as recognized by SAQA coupled 5 years' experience in the District Health System Platform management of which 3 years is at Assistant Director Level. A Post Graduate qualification in Health Management will serve as an added advantage. The candidate should be computer literate and in possession of a valid driver's license. Strong communication, coordination, leadership, and team building skills. Knowledge of DHS policy implementation issues – Primary Health Care Service Delivery Platform planning, development, and monitoring. District Health Planning, District Health Expenditure District health information systems, Integrated Development Planning, Inter-Governmental Relations, financial management, problem solving, National Health Act of 2003, National Development Plan and Public Finance Management Act of 1999. The candidate must be willing to work

- long and abnormal hours and travel extensively across the province and the country.
- DUTIES** : Coordinate, facilitate and monitor functioning of Primary Healthcare Service Delivery Platform fixed and non-fixed facilities (Clinics and community health Centres) for the delivery of a full Primary Health Care package. Coordinate integrated planning, implementation, monitoring and evaluation of Primary Health Care System Strengthening and Quality Improvement Modalities including the Ideal Health Facility Realization and Maintenance Program, to ensure compliance with the office of Health Standards (OHSC) towards NHI. Coordinate and facilitate efficient Mobile Clinic Service to improve access to health service by communities with poor access towards Universal HealthCare (UHC). Coordinate, facilitate and monitor implementation of an integrated comprehensive Primary Health Care Service Package through integrated Primary Health Care Supervision program. Facilitate coordination of input from the Development Partners, NGOs and Private Partnerships that are supporting District Health System Strengthening, to maximise output and collaboration.
- ENQUIRIES** : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/118** : **DEPUTY DIRECTOR: HIV/AIDS & STI REF NO: ECHEALTH/DDHAS/DO/ARP/8/04/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11), (all-inclusive package)
: Sarah Baartman, District Office
: National Senior Certificate. An appropriate undergraduate qualification (NQF Level 7) in Health Sciences as recognized by SAQA in Nursing or Public health that allows registration with South African Nursing Council (SANC) coupled with 5 years of work experience, of which 3 must have been at an Assistant Director level in HIV treatment management. Diploma in HIV management will be an added advantage. Mature Health Professional with an understanding of ethical principles, have the ability to communicate with both management and community representatives when necessary (and ability to communicate at all levels). Must have functional knowledge and be able to use District Health Information management systems including TB/HIV Integrated information systems – (THIS) including data collection tools for each of the HIV and AIDS programmes. Basic financial management and project/program planning & management skills. Experience in supervision, monitoring and evaluation of Health projects/programs. Experience in preparation and analysis of work plans, reports (programmatic and financial). Experience in policy development, dissemination process, implementation and monitoring thereof, planning and program design. Having a track record of supporting the development of innovative HIV service delivery strategies targeting hard-to-reach Key and priority populations. Competencies; Thinking analytically and strategically. Basic knowledge of and experience in financial management and project management. Computer literacy (MS Word, Excel, and PowerPoint) essential. A valid driver's license.
- DUTIES** : Manage the provision of the HIV Prevention Strategies. Develop, disseminate, facilitate and monitor implementation of the Condom Distribution Policies and ensure availability of condoms. Develop, disseminate, facilitate and monitor implementation of the HIV High Transmission Policies and ensure availability of the service for Key Population. Develop, disseminate, facilitate and monitor implementation of the Prevention of Mother to Child HIV Transmission (PMTCT) Policies and ensure availability of the service for pregnant mothers. Develop, disseminate, facilitate and monitor implementation of the Post Exposure Prophylaxis (PEP) Policies and ensure availability of the service. Develop, disseminate, facilitate and monitor implementation of the Sexual Transmitted Diseases (STIs) Policies and ensure availability of the services. Develop, disseminate, facilitate and monitor implementation of the HIV Testing Services (HTS) Policies and ensure availability of the HIV testing commodities. Manage the provision of the ARVs Treatment Strategies. Develop, disseminate, facilitate and monitor implementation of the ARV treatment

initiation Policies and ensure access to ARV services. Develop, disseminate, facilitate and monitor implementation of the ART Retention Strategy Policies and to ensure sustained retention of patients on treatment. Develop, disseminate, facilitate and monitor implementation of the Treatment Outcome Monitoring Policies and Strategies. Manage the provision of the Care and Support Strategies. Develop, disseminate, facilitate and monitor implementation of the Differentiated Care Strategies. Develop, disseminate, facilitate and monitor implementation of the Home and Community Based Care and Support Strategies. Manage the provision of the Advocacy, Communication Social Mobilisation strategies for HIV/AIDS and STIs. Develop Analyse and disseminate new policies related to advocacy and social mobilisation strategies. Monitor implementation of the policies related to HIV. Manage stake holder engagement to forge partnership for the program. Manage all the allocated resources. Facilitated development and submission of the HIV/AIDS Conditional Grant Business Plan. Ensure procurement and supply of HIV/AIDS and STI commodities and supplies, including ensuring drug availability at facility level. Quarterly and annual Financial and Non-financial reports preparation and submission. Program performance monitoring and quarterly reviews. Participation in the multi-sectoral platforms meetings facilitated by AIDs Council and other sectors in EC AIDS response programs and activities. Ensure social dialogue for proper policy implementation. Drive reasonable accommodation for HIV and COVID-19. Manage Human and Legal Rights; and Access to Justice.

ENQUIRIES : Mr MC Mjindi Tel No: (041) 408 5823
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/119 : **ASSISTANT DIRECTOR: ACQUISITION REF NO: ECHEALTH/ASD-SCM/ORTDO/ARP/09/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : OR Tambo, District Office
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in field of Logistics, Supply Chain Management or equivalent qualification in the related field coupled with 5 years' experience in supply chain management of which 3 years is at Supervisory level (SL7/8). Computer skills, strong communication skills at all levels, both oral and writing; excellent report writing skills, strong managerial skills, client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS), Treasury Regulations. Central Supplier Database, The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations. Knowledge of procurement and business practices. Ability to develop, interpret and apply policies, strategies and legislation. Service delivery innovation. Client orientation and customer focus. A valid driver's license.

DUTIES : Liaise with ASD: Demand Management and end-users in coordinating the district's Demand and Procurement Plan. Ensure that the district procure needs in line with Demand and procurement plan. Liaise with end-users and supplier's/service providers on request for goods and services. Ensure administration of procurement (from specification/terms of reference approval to publication of awards) is in line with applicable legislations. Provide secretariat services to Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Prepare bid documents in terms of approved specifications/terms of references; publish invitations to bids; receiving and opening of bid documents; coordinate bid committee meetings; and preparing and publishing awards. Liaise all stakeholders regarding procurement requirements (i.e. end-users, supplier's/service providers, other government institutions). Ensure adherence to the timeframes as indicated in the process flow by divisions. Ensure a proper record management for both

- quotes and bids proceedings. Advise the on different method of procurement and any other procurement related query. Prepare and submit weekly, monthly and quarterly reports to relevant stakeholders. Supervision of subordinates.
- ENQUIRIES** : Ms T Nqumashe Tel No: (047) 502 9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/120** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/MH/ARP/10/04/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Amathole, Madwaleni Hospital
: National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management /Administration coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
- DUTIES** : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.
- ENQUIRIES** : Mr Fenguza Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/121** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-AD./MEMS/ARP/11/04/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Mount Ayliff EMS
: National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Public Management /Administration /Human Resource Management /Finance /Supply Chain Management coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Must have a working knowledge of PERSAL, BAS and LOGIS. Knowledge of Public Services Act, Labour Relations Act and the Public Finance Management Act (PFMA). Must have a good knowledge of the OSD policy relating to emergency care personnel. Must have a good knowledge of Supply Chain Management processes, policies and procedures. Good communication and interpersonal skills. Knowledge of all prescripts and/or policies relevant to the administration of EMS. Must be computer literate, especially in the use of Microsoft Office. A valid driver's License.
- DUTIES** : Manage and administer staff records pertaining to attendances, leave, salaries, overtime and related PERSAL issues. Prepare annual budget and procurement plan in line with policies, i.e. EC 4.1, EC 5.1 and Procurement Plan. Monitor management of staff records, especially relating to PILLIR, Leave Gratuities, Pensions, Accruals, PMDS, Overtime And other salary related issues. Manage and maintain a database of disciplinary matters and the outcomes thereof.

Report on a monthly basis expenditure trend within the allocated budget. Manage the asset register of the institution and report timeously to the EMS District manager for submission to the Directorate: EMS. Ensure that stock taking reports are generated and forwarded to the District Manager for timeous submission to the Directorate: EMS. Management of the District Stores and SCM Unit in line with policy and procedures. Assist with the enforcement of a fair labour environment. Management of district logistics and provide fleet support. Provide support for the procurement of good and services related to the EMS day to day activities. Support the EMS District Manager with implementation of the EMS Regulations.

ENQUIRIES : Mr. Praim Tel No: (039) 797 6070
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/122 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/NH/ARP/12/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amathole, Nompumelelo Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management/Administration coupled with 5 years' experience at which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES : Ms. NG Tsako Tel No: (040) 673 3321
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/123 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-A/SH/ARP/ 13/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amathole, Stutterheim Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management/Administration coupled with 5 years' experience of which 3 years is at supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.

DUTIES : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave

management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES : Ms P Booï Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/124 : **ASSISTANT DIRECTOR: INFORMATION REF NO:**
ECHEALTH/ASDI/ASD/ARP/14/04/2024

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Amahlathi Sub District Office
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA as recognized by SAQA in Information Science/ Information studies, Health Informatics or relevant qualification coupled with 5 years' experience of which 3 years is at supervisory level (SL7/8) in the collection, preparation, analysis, interpretation, utilization of data and management of information. Competencies. Have an insight of the District Health Information System. Ability to manipulate raw data into meaningful, useable information to management to effectively and efficiently plan, monitor and evaluate public health service delivery. Knowledge and understanding of relevant prescripts of legislative framework governing the Public Service, e.g promotion of access to information act (PAIR), statistics Act (Act 6 of 1999) etc. Knowledge in data, information and knowledge management. Strategic planning and policy analysis skills. Advanced report writing skills and presentation. Financial Management skills. Project Management skills. Good Communication skills. Computer literate and ability to utilize Microsoft Office applications. A valid driver's license.

DUTIES : Responsible for developing a shared vision and effective strategy to implement the vision. Leadership is a collective responsibility between administrative and clinical management at all levels. Ensure compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the district. Responsible for ensuring efficient and effective use of resources in the provision of good local communities. In collaboration with the Manager: Administration, drive the implementation of the DHIS standing Operational Procedures, in an iterative manner, to progressively improve the quality and timely available of DHIS in timely manner. Train data capture personnel and facility operational managers on correct application of DHIS SOPs. Co-ordinate data collection efforts of partner organisations, such that all is centrally available to the district and beyond. Ensure full access to data stored on third- party system, until they are phased out. In collaboration with the Clinical Services Manager and DCST lead, establish protocols for the production of report at, or dissemination of reports to, facility level. Train facility operational managers on the interpretation and use of reports. Visit facilities on rotational basis to monitor data quality and use of information for decision-making. Collate requirements for additional/ modified reports, and forward to Provincial/ National Department. Represent the District at all for a dealing with data gathering or information use. Produce monthly and quarterly report of strategic information for DHMT. Directly, or through the Manager: M&E (as applicable), plan and execute regular and ad hoc M&E activities. Prepare annual budget for activities not funded via normal channels, and additional equipment, if required. Responsible for allocated fixed assets.

ENQUIRES : Ms B Mngxe Tel No: (043) 643 4775/6

For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/125 : **ASSISTANT DIRECTOR: FRAUD MANAGEMENT REF NO: ECHEALTH/AD-FR/HO/ARP/15/04/2024 (X2 POSTS)**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : Bachelor's Degree or National Diploma with Accounting/Forensic investigations/Auditing/Police administration/Law coupled with 5 years' experience in the forensic investigation field of which 3 years is at supervisory level (SL7/8). Certified Fraud Examiners will be an added advantage. Project Management or supervisory experience. Job related knowledge: Forensic investigations methodologies and legislative requirements in the Public Service, understanding of forensic investigation techniques, tools and processes, Job related skills: Communication (written and verbal). Interviewing Analytical and problem-solving ability, staff and interpersonal relations, project management, computer literacy, investigation. A valid driver's licence.

DUTIES : Perform preliminary investigations of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the preliminary investigation planning, execution the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile all the investigation planning deliverables of all the allocated projects within approved timelines. Compile all the investigation execution/fieldwork deliverables of all the allocated project within approved timelines. report on the allocated Annual Forensic Investigation case register projects within the approved timelines. Compile report to the Deputy Director on status of the allocated projects on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the Directorate's status of the Annual Forensic investigation case register projects on a bi-weekly basis. Perform the allocated Annual Forensic investigation case register projects closure and post investigation tasks within approved timelines. Compile the project closure deliveries of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regard when required.

ENQUIRIES : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/126 : **ASSISTANT DIRECTOR: MEDIA LAISON REF NO: ECHEALTH/AD-ML/BHO/ARP/16/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate. An appropriate National Diploma (NQF Level 6) as recognized in Communication/ Public Relations/Journalism or equivalent qualification. Five (5) work experience in media or communications environment of which Three (3) must be at supervisory level (SL7/8). Knowledge of government communications. Knowledge of legislation and prescripts relevant to communications. Good interpersonal skills. Strong organizational planning, good writing skills, knowledge of social media, strong organizational and problem-solving skills. Language proficiency. Excellent computer literary and use of standard software packages. Ability to work under pressure. Irregular hours, travel and work outside office. A valid driver's license.

DUTIES : Implementing media engagement plans, identifying relevant media platforms to profile the department. Drafting of newspaper articles, media alerts, compiling of media clipping packs (printed and preparing it for approval) assist in facilitating media briefings, procurement of media advertising. Successful candidate will work and report directly to the official Provincial Spokesperson of the department.

ENQUIRIES : Ms K.Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/127 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: ECHEALTH/AD-EW/NMAH/ARP/17/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : OR Tambo, Nelson Mandela Academic Hospital
REQUIREMENTS : National Senior Certificate. An appropriate National Diploma (NQF Level 6) as recognized by SAQA in Social work, Psychology or relevant qualification coupled with 5 years' experience in Employee Wellness of which at least must be at supervisory level (SL7/8). Communication Skills, Computer Skills, presentation and report writing skills. Computer literacy A Valid Driver's License.

DUTIES : Facilitate, coordinate and support implementation of EWP policies, plans and programs. To Facilitate the provision of professional assistance to employees whose Personal, work related challenges may have potential of provision of affecting their job performance. Facilitate, coordinate and support the provision of interventions through presentation of life skills programs and awareness as means of prevention. Assist in Conducting research in hazards that may have a potential of causing risks in the workplace and interventions thereof. Assist in the establishment of District Disability structure and its activities. Assist in Management of HIV/AIDS & TB in the workplace. Coordinate Wellness activities. Coordinate Disability Activities. Assist in Coordinating Occupational health and Safety. Coordinate Health Calendar Events. Information Management. Assist in Coordination of Incapacity and IOD (Injury on Duty).

ENQUIRIES : Ms N Calaza Tel No: (047) 502 4469
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/128 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/MH/ARP/18/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Sarah Baartman, Midland Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Health Sciences coupled with 5 years' post-basic experience in Quality Assurance of which 3 years must be at supervisory level (SL 7/8). Accredited course in quality assurance would be advantageous. Knowledge of Public Service Act, DHS, Health Act and PFMA. Skills and competencies: Strategic thinking, Planning and organising, Problem-solving and analytical skills, writing skills, Presentation skills, Effective time management, Conflict management, Professional ethics, Listening skills, Interpersonal skills, Teamwork, Mentoring and coaching skills.

DUTIES : Develop a shared vision and effective strategies to implement the vision. Responsible for providing technical and administrative leadership in quality assurance at all levels. Provide guidance on issues of governance including ensuring compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the hospital. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Respond to the burden of disease within the hospital by providing holistic comprehensive, preventive, promotive, curative, rehabilitative services through an integrated clinical services management approach (ICSM). This includes promoting inter-sectoral coordination and collaboration with other stakeholders within the district in order to address the upstream social determinants of health. Improve quality of services through ensuring compliance with all domains of the National Core Standards in the hospital. This includes monitoring and evaluation of services and use of health information for effective planning. Key functions include: Coordinating activities of PPTICRM, Monitoring dashboard indicators, Use of health information for planning. Management of relevant staff. Prepare annual budget for quality assurance activities within the hospital. Manage allocated budget. Administration function directed towards the identification, evaluation, and

correction of potential risks that could lead to loss or damage of human (patients, staff), assets and financial loss within the hospital.

ENQUIRIES : Ms M. Human Tel No: (049) 807 7739
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/129 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: ECHEALTH/ASD-QA/MH/ARP/19/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Alfred, Madzikane Ka Zulu Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Health Sciences coupled with 5 years' post-basic experience in Quality Assurance of which 3 years must be at supervisory level (SL 7/8). Accredited course in quality assurance would be advantageous. Knowledge of Public Service Act, DHS, Health Act and PFMA. Skills and competencies: Strategic thinking, Planning and organising, Problem-solving and analytical skills, writing skills, Presentation skills, Effective time management, Conflict management, Professional ethics, Listening skills, Interpersonal skills, Teamwork, Mentoring and coaching skills.

DUTIES : Develop a shared vision and effective strategies to implement the vision. Responsible for providing technical and administrative leadership in quality assurance at all levels. Provide guidance on issues of governance including ensuring compliance to all relevant acts, policies and procedures and guidelines guiding provision of health services within the hospital. Responsible for ensuring efficient and effective use of resources in the provision of good quality health care. Respond to the burden of disease within the hospital by providing holistic comprehensive, preventive, promotive, curative, rehabilitative services through an integrated clinical services management approach (ICSM). This includes promoting inter-sectoral coordination and collaboration with other stakeholders within the district in order to address the upstream social determinants of health. Improve quality of services through ensuring compliance with all domains of the National Core Standards in the hospital. This includes monitoring and evaluation of services and use of health information for effective planning. Key functions include: Coordinating activities of PPTICRM, Monitoring dashboard indicators, Use of health information for planning. Management of relevant staff. Prepare annual budget for quality assurance activities within the hospital. Manage allocated budget. Administration function directed towards the identification, evaluation, and correction of potential risks that could lead to loss or damage of human (patients, staff), assets and financial loss within the hospital.

ENQUIRIES : Mr. Sigola Tel No: (039) 255 8200/11/12
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/130 : **OFFICE MANAGER: CHIEF DIRECTOR: STRATEGIC PLANNING UNIT REF NO: ECHEALTH/OM SPU/HO/ARP/20/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management/Administration/Office Management/Social Sciences qualification with 5 years' relevant experience in planning, monitoring & evaluation, health information, research & epidemiology environment. The candidate must also have practical exposure and experience in working as a senior administration officer or Personal Assistant at a directorate/cluster level (SL7/8). Excellent understanding of records management. Knowledge of interpreting and implementing of Government Prescripts, Legislative Framework, Policies and Public Service Regulations. Ability of practical approach and of working independently. Understanding of the mandate of the Cluster: Strategy and Organizational Performance (SOP). Coordination, organising and project

- management skills. Good people or public relations skills. Ability to write reports and keep records, computer (word, PowerPoint & excel) skills. Valid driver's license.
- DUTIES** : Provide strategic leadership and plays an oversight role in the activities of the Chief Directors' office (CD). Manage and coordinate administrative activities or tasks. Provide guidance and ensure uniform application of all regulations and delegations relating to submissions to the CD's office. Manage and coordinate cluster diary and the year planner. Manage, organise, distribute, and track correspondence of the CD's office. Organise the CD's office environment and maintain the filing system. Coordinate annual stakeholder meeting for the office of the CD. Ensure safety and security of confidential documentation of the department. Respond and manage correspondence / invitations on behalf of the CD. Monitor effective utilisation of human, financial and physical resource in the office. Manage and coordinate procurement, tracking of payments, budgetary processes, and consolidation of the IYM variance reporting of the cluster. Coordinate planning, leave management and general office administration of the CD's office. Coordinate and consolidate all reporting requirements of the cluster. Take lead in the organisation of the cluster events, meetings and other statutory bodies gatherings and any other duties as may be assigned from time to time by CD.
- ENQUIRIES** : Ms K. Livi Tel No: (040) 608 1236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za
- POST 14/131** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ECHEALTH/ASD-AD/JG-EH/ARP/21/04/2024**
- SALARY** : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF Level 6) as recognised by SAQA in Human Resource Management/Public Management /Administration coupled with 5 years' experience of which 3 years is at Supervisory level (SL7/8). Knowledge and understanding of the Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle stressful environment. Valid driver's license. Computer literate.
- DUTIES** : Overall management of Human Resources general administration: Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section: Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of sub-ordinates (PMDS). Manage information, records and knowledge in the section: Support and supervise collection of information for performance and regulatory audit for submission to the District Manager. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.
- ENQUIRIES** : Tyalana Tel No: (051) 633 9631
- POST 14/132** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: ECHEALTH/ASD-FIN/JG/EH/ARP/22/04/2024**
- SALARY** : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, A National Diploma (NQF Level 6) as recognised by SAQA in Financial Management / Supply Chain Management or relevant qualification coupled with Five (5) years' of which Three (3) years must be in a

supervisory level (level 7/8). Knowledge and experience of Public Sector Procurement and Supply Chain Management Processes and Procedures as well as Financial Management services. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies and other public prescripts. High level computer literacy (Microsoft office package, Integrated Procurement System, Basic Accounting System (BAS) and LOGIS). Strong people management skills, analytical thinking, problem solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing. Ability to work under pressure. Valid driver's license.

DUTIES : Oversee and manage the overall performance of the Finance Section (Budget, Accounts payments, revenue collection, internal financial control) and Supply Chain Management (procurement, inventory & asset management). Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and Supply Chain Management. Accurate and timeous preparation of reports (e.g. needs analysis, forecasting budget reports and compilation of Monthly, Quarterly & Annual as well as Interim Financial Statements and AFS. Monitor overall budget and expenditure patterns and projections. Manage all people management (effective leadership) related functions within the component.

ENQUIRIES : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136.

POST 14/133 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AD-HRM/JG/EH/ARP/23/04/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate and an appropriate undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 5(five) years' experience in Human Resource management /Administration of which 3 years must be at supervisory level (SL7/8). Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills. A valid driver's license.

DUTIES : Overall management of Human Resources general administration. Guide execution of service benefits, recruitment, and effective management of staff establishment and leave management including incapacity leave management. Develop and implement Operational plan for Human resources in line with the objectives of the Department. Supervise utilization of physical, financial and human resource in the section. Compile budget proposal of the Section. Monitor budget spending. Assign work programs and projects to relevant officers in the section. Develop and review performance work plans and the related job profiles. Evaluate performance of subordinates (PMDS). Manage information, records and knowledge in the section. Support and supervise collection of information for performance and regulatory audit for submission to the Deputy Director. Assess process and performance risks in the Section in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Section.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/134 : **HUMAN RESOURCE DEVELOPMENT PRACTITONER REF NO: ECHEALTH/HRDP/CMH/ARP/24/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/Human Resource Development/Public Administration or relevant qualification coupled with 1-2 years' experience in the field. Knowledge of relevant Human Resource Development Prescripts (Public Service Act and regulations, Skills Development Act, Skills Levy Act, PFMA). Knowledge and understanding of HRD practices and procedures. Competencies: Good communication skills, interpersonal skills, problem solving, project management, presentation skills, planning, organizing and facilitation skills. Computer literate. A valid driver's license.

DUTIES : Coordinate and implement training and development in the hospital. Coordinate training of employees in line with skills development plan in addressing employee training needs. Coordinate costing of identified training programmes against allocated budget. Monitor and evaluate the impact of training provided by obtaining feedback from trainees and immediate supervisors. Facilitate the implementation of learnership/internship/work integrated learning programmes aimed at assisting unemployed youth to gain work experience. Facilitate the orientation and induction programmes for new learners and interns. Facilitate the exit strategy of interns. Provide administrative support services. Draft memos inviting/requesting participants to attend training. Coordinate and implement staff induction and orientation.

ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/135 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/ARP/SS//25/04/2024 (X1 POST)**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, SS Gida Hospital
REQUIREMENTS : NATIONAL Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources processes. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms N Malimani Tel No: (040) 658 0043
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/136 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/MH/ARP/26/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Madwalweni Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. Fenguzo Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/137 : **COMMUNITY LIAISON OFFICER REF NO: ECHEALTH/CLO/HUMS/ARP/27/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Sarah Baartman, Humansdorp Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Health Promotion or equivalent qualification with 1-2 years' experience in health promotion. A Valid Driver's License. Experience working with communities and/or local organizations/forums on awareness raising, prevention programmes, mobilisation and/or community strengthening and familiar with a community-based approach. Fluency in local language. Adaptable and able to work in a multicultural/disciplinary team.

DUTIES : Coordinate activities on different topics in support of the Community Health Services activities; including Health Promotion on Maternal Neonatal and Child Health, Communicable Diseases – TB/HIV/STI's/Covid 19, Non-Communicable Diseases – Hypertension, Diabetes, Asthma and Mental Health and WBPHCOT. Participate in intersectoral collaboration committees, stakeholder engagement and Ward Base Outbreak Response Teams. Align Health Promotion plans and related activities through an annual project and budget plan (objectives, target population, campaigns, messages, activities, etc.) Analyse and understand local behavior and/or practices to adapt health activities to the target group (support social mapping, use of specific tools to measure and follow up activities). Adapt IEC materials according to the needs of the community. Liaise with other relevant stakeholders to enhance HP interventions in the sub district. Compile and submit all expected reports on due time and any other lawful report which may be requested from time to time.

ENQUIRIES : Ms G Kivedo Tel No: (042) 200 4279/236
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/138 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/SH/ARP/28\04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)

CENTRE REQUIREMENTS : Amathole, Stutterheim Hospital
: National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's license.

DUTIES : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

ENQUIRIES : Ms P Booie Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/139 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/TF/ARP/29/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Tafalofefe Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's license.

DUTIES : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

ENQUIRIES : Ms V. Motebele Tel No: (047) 498 0026.
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/140 : **INFORMATION OFFICER REF NO: ECHEALTH/I-O/BH/ARP30/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Bedford hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Management coupled with 1-2 years' experience in District Health Information Management system (DHIS) and Tier.Net. Excellent computer skills, especially Microsoft Excel, Word, and PowerPoint. Extensive data management and data packaging skills. Good leadership and communication skills. Ability to function under pressure. A valid driver's license.

DUTIES : Manage all current and emerging health datasets including Hospital, TB, ART and all other information for the hospital. Manage National Tertiary Service Grant (NTSG) data for the hospital complex. Ensure implementation of Provincial & National indicators sets by aligning registers to meet this requirement. Maintain timely submission of validated data. Ensure that data is signed off by the Hospital CEO before submitting to next level. Train personnel on new registers, indicators definitions & Statistical software/ system. Analyse data and provide written feedback reports to hospital management, programme managers and all other stake holders. Prompt response to data /information request. Ensure capturing of Ideal Health Facility data and OHSC data. Supervise, mentor and train data capturers in the Health Information Management Unit. Perform other tasks relevant to the area of responsibility as requested from time to time.

ENQUIRIES : Mr S Matandela Tel No: (046) 685 0043/0361
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/141 : **FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/SH/ARP/31/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Stutterheim Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management/ Accounting/ Cost and Management Accounting or equivalent relevant qualification coupled with 1-2 years' experience in financial administration. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS/LOGIS. A valid driver's license.

DUTIES : Identify discrepancies between supporting documents filed and transactions processed through the accounting system. Resolve discrepancies between supporting documents and transactions recorded. Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity. Review and reconcile items recorded on the general and subsidiary ledger. Capture transactions on LOGIS/ BAS. Record unauthorized, wasteful and irregular expenditure, losses and damages and provide reports. Payment for goods and services. Ensure that service providers are paid timely and correctly. Safeguard source documents and face value forms. Collect and collate budget preparation information using EC forms. Assist Programmes with the setup and workings around the completion of the IYM template. Processing and reconciliation of Sundry Creditor transactions. Processing of payments for the District Hospital. Maintain Commitment Registers and Journals. Handle account queries. Perform supplier reconciliation. Verify creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on LOGIS. Monitoring of documents Centre. Responsible for Revenue collections and reports. Maintain budget analyses, reports and related duties.

ENQUIRIES : Ms P Booi Tel No: (043) 683 1313
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/142 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/SSH/LSO/ARP/32/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, SS Gida Hospital
REQUIREMENTS : National Senior Certificate, an appropriate National Diploma (NQF level 6 as recognized by SAQA in Commerce/Supply Chain Management /Procurement/Logistics or any other related field/ Public Administration/Public Management / Business Management/ with at least 1-2 years' experience in a procurement, asset management or logistics environment. Knowledge and

		skills: Knowledge of Asset management and Logistics, Provisioning administration, Procurement directives and procedures, Financial Accounting and LOGIS System. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of Public Financial Management Act and Supply Chain Management Policies and Practices Skills: Good Interpersonal Relations skills, Planning and organising skills, Decision Making skills and Problem-Solving skills. People Management skills, good verbal and written communication skills, Computer Literate, Customer orientation and customer focus and High attention to detail. Responsibilities. Valid Driver's License.
<u>DUTIES</u>	:	Requisitioning, receipting, and issuing of stores items - Receive requests from departmental staff and order items requisitioned. Draft memorandum requesting replenished and submit to Director: Supply Chain & Asset Management for approval. Assist in drafting of a budget memorandum for approval by Chief Director: Financial Management and ensure the alignment with sectional budget. Assist with maintaining inventory stock levels: Analyse inventory levels and ensure that request to replenish is initiated. Adjust re-order levels when placing the order for all inventory items. Assist with stock takes and updating of bin cards: Update bin cards for all items that are procured. Populate inventory reports on a monthly basis. Perform physical count of stock during the stocktaking process. Perform regular spot checks on all items that are on issue voucher. Prepare a report for obsolete items identified during stock counts. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness. Report on the work area's information as required by internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms N Malimani Tel No: (040) 658 0043 For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 14/143</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO:</u> <u>ECHEALTH/LSO/MH/ARP/33/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole, Madwalweni Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's license.
<u>DUTIES</u>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<u>ENQUIRIES</u>	:	Mr. Fenguza Tel No: (047) 573 8900/1/2 For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
<u>POST 14/144</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO:</u> <u>ECHEALTH/LSC/VH/ARP/34/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole, Victoria Hospital National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Financial Management /Supply Chain Management or relevant qualification coupled with 1-2 years' experience in the field. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury

- Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. A valid driver's license.
- DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
- ENQUIRIES** : Ms L Mangesi Tel No: (040) 653 1141
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/145** : **ADMINISTRATION OFFICER: PATIENT ADMINISTRATION REF NO: ECHEALTH/AOPAT/MH/ARP/35/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Amathole, Madwaleni Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid License.
- DUTIES** : To provide an effective, efficient and comprehensive patient registration inclusive of HMS2. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff, client information clerks and messengers. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.
- ENQUIRIES** : Mr. Fenguza Tel No: (047) 573 8900/1/2
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/146** : **EMPLOYEE WELLNESS PRACTITIONER REF NO: ECHEALTH/WELLNESS PRACT/JG/ARP/36/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : District Office – Joe Gqabi
REQUIREMENTS : Grade 12/ Senior Certificate, Degree/Diploma in Social Sciences/Social Work or National Diploma in Employee Wellness. A minimum of 3-5 years' experience in relevant field. NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of Public Sector, Sound knowledge in Employee Wellness, Knowledge in developing guidelines and standards, Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILIR, Stress Management. Knowledge of National, Provincial and Departmental policies, prescripts and legislation. Good communication skills (Internal and External) and conflict management skills, Good interpersonal relations and ability to deal with all levels of management. Problem solving, presentation skills, time

- management. Computer Literacy and policy development skills, Report writing skills and facilitation skills. Be able to maintain high level of confidentiality.
- DUTIES** : To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at Institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme, provide an assessment, referral, intervention and appropriate, counselling and aftercare services to employees at the institutions based on relevant qualifications and experience. Marketing and promotion of Employee Wellness Programme within institution. Ensure implementation of special programmes such as HCT, Financial wellness that is retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management. Co-ordinate sport activities for staff at the facility.
- ENQUIRIES** : Mr Tyalana at 083 378 1182
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/147** : **HUMAN RESOURCE PRACTIONER (SERVICE BENEFITS) REF NO: ECHEALTH/HRPS/ARP /37/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr Tyalana at 083 378 1182
For e-Recruitment Enquiries, email to: RecruitmentHeadOffice@ehealth.gov.za
- POST 14/148** : **HR PRACTITIONER: RECRUITMENT SELECTION REF NO: ECHEALTH/HRP/JG/ARP/38/04/2024**
- SALARY** : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi, District Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources process. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning: Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management.

Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. ZP Tyalana Tel No: (051) 633 9631
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/149 : **ADMINISTRATION OFFICER REF NO: ECHEALTH/ADO/JG-EH/ARP/39/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Public Administration/Office Administration or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) and computer skills and problem solving. A valid driver's license.

DUTIES : To provide an efficient and comprehensive ward administration, mortuary and pottering services, switchboard, patient registration and administration. Implement and give advice on government policies/legislations which are of an administrative nature. Continuous quality assurance to ensure acceptance standards of patient administration. Maintenance of information systems that comply with needs of working environment. Adherence to all patient administration policies and procedures. Supervise administration staff and client information clerks. Interpret of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions are reached within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Assist with supervision of clerical and administrative personnel at lower levels. Identify and plan for training and development.

ENQUIRIES : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/150 : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/JG/EH/ARP/40/04/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Human Resource management or equivalent coupled with 1-2 years' relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulation, procedures and understanding of different human resources processes. Basic knowledge of PERSAL Administration function, computer skill, communication skill, sound interpersonal relations, ability to interpret human resource prescript and apply them. Ability to work under pressure and be customer focused. A valid driver's license.

DUTIES : Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, verification of qualifications, secretariat functions at interviews and probationary periods) Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Calculate and process employee benefits. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and

ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/151 : **ADMINISTRATION CLERK REF NO: ECHEALTH/AC/HUMSH/ARP/41/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Sarah Baartman, Humansdorp Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms T. Mpitimpiti Tel No: (041) 408 8509
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/152 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/ANTBH/ARP/42/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Alfred Nzo, Taylor Bequest Hospital
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS. pack and store ward linen. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguard of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

ENQUIRIES : Mr. EF Madaka Tel No: (039) 255 0077
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/153 : **REGISTRY CLERK REF NO: ECHEALTH/RC/JG/EH/ARP/43/04/2024 (X2 POSTS)**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes.

DUTIES : Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.
 : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine 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 postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the 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 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 : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/154 : **SWITCHBOARD OPERATOR: REF NO:**
ECHEALTH/SB/SH/ARP/44/04/2024

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Amathole, Stutterheim Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Computer literacy in MS Word, Excel and ability to work under pressure. Good communication skills. Must be able to work shifts, week-ends and Public holidays.

DUTIES : Receive and refer telephone calls (internal and external) to the relevant staff. Responsible for reception duties. Record and deliver messages to the relevant staff. Maintain an internal telephone directory. Print and issue telephone accounts. Maintain telephone database. Directing people to the relevant offices and work stations. Provide general information to the public when requested regarding the institution. Report faults of the equipment to the supervisor.

ENQUIRIES : Ms P Booi Tel No: (043) 683 1313/9000
 For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/155 : **ADMINISTRATION CLERK REF NO:**
ECHEALTH/AC/MCHC/ARP/45/04/2023 (X4 POSTS)

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Alfred Nzo, Meje CHC
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administration support services: Capture and update data on computer. Generate spreadsheet. Update the system on all data sets. Validate data (for quality purposes) to ensure correctness, completeness and consistency. Compile routine statistical information/ reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance service: Update and file records. Continuous updating information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Mr. Praim Tel No: (039) 797 6070/9000
 For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/156 : **ADMINISTRATION CLERK (PATIENT ADMIN) REF NO: ECHEALTH/AC/MID/ARP/46/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Sarah Baartman, Midlands Hospital
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter. Good communication skills and Computer Literacy.

DUTIES : Provide hospital administrative support services: Capture and update data on computer. Draft routine correspondence (type documents). Compile patient folders that contain the relevant documentation. Maintain files need and complete. Recording and reconciling the patient census whilst accounting for admissions, discharge and transfers. Capturing data-registers, statistics and summaries. Filing of correspondence and tracing of files. Archiving files according to the correct category and place. Continuous quality assurance improvement of the administration service. Implement all administration related legislation, policies, procedures and process maps. Compile routine administrative work statistics. Provide routine and administrative maintenance service: Update and file records. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Ms M. Human Tel No: (049) 807 7739/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/157 : **HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/JG/ARP/47/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES : Enquiries: Mr Tyalana at 083 378 1182

POST 14/158 : **REGISTRY CLERK REF NO: ECHEALTH/RC/JG/ARP/48/04/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : Grade 12/ NQF level 4 with no experience. Knowledge of Batho Pele Principles, Public Service Act. Basic knowledge of administration processes. Computer Literacy. Good Communication (Verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mails/ files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and records management service: Opening and close files according to record classification system. Filing / storage, tracing electronic/ manually) and retrieval of documents and files. Complete index cards for all files. Operate Office machines in relation to registry functions. Open and maintain franking machine 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 postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the

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 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. Mr Tyalana at 083 378 1182

ENQUIRIES

POST 14/159

HUMAN RESOURCE CLERK (BENEFITS) REF NO: ECHEALTH/HRC/JG/EH/ARP/50/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
 Joe Gqabi, Empilisweni Hospital
 National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES

Preform various duties related to Human Resource Administration. Leave, Housing, Medical Aid, Service Terminations, Long Service recognition, Transfers, Pension and other allowance. Capturing leaves and do leave audits. Capturing overtime, leave forms etc. Knowledge of grievance and disciplinary procedures. Coordination of various HR meetings. Basic knowledge of skills development and coordination of training matters. Basic knowledge and Procedure on incapacity Leave and ill-health retirement (PILIR). Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the Institution. Operate office machines in relation to the registry functions. Perform retrieval and disposal of records accordingly. Handle postage (incoming and outgoing). Relieve in other sections within registry Conduct physical verification of staff. Manage all AG matters. Perform other lawful duties as delegated by supervisor.

ENQUIRIES

Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/160

HUMAN RESOURCE CLERK (RECRUITMENT) REF NO: ECHEALTH/HRC/JG/EH/ARP/51/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
 Joe Gqabi, Empilisweni Hospital
 National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

DUTIES

Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system/PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

ENQUIRIES

Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/161

ACCOUNTING CLERK REF NO: ECHEALTH/AC/JG/EH/ARP/52/04/2024

SALARY CENTRE REQUIREMENTS

R216 417 - R254 928 per annum (Level 05)
 Joe Gqabi District, Empilisweni Hospital
 National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/162 : **FINANCE CLERK (REVENUE) REF NO: ECHEALTH/FC/JG/ARP/53/04/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
: Joe Ggabi, District Office
: National Senior Certificate/ NQF level 4 with no experience. Knowledge of Finance and supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor's records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Mr. ZP Tyalana Tel No: (051) 633 9631

POST 14/163 : **ADMINISTRATION CLERK (PROCUREMENT) REF NO: ECHEALTH/AC/JG/ARP/54/04/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
: Joe Ggabi, District Office
: National Senior Certificate /NQF Level 4 with no experience. Basic Knowledge of administration processes. Computer literacy. Good communication (Verbal and written) and report writing skills. Interpersonal relationships. Sound knowledge of government prescripts e.g Constitution, Labour relations, Promotion of access of information, Public Service Act. Problem- solving skills and good analytic skills. General computer skills such as MS word, Excel.MS office suite and outlook. Demonstrate competency, professionally. Accountable and with credibility ability to work independently. One (1) year Public Service internship program experience will be given preference.

DUTIES : Obtain written quotes from suppliers. Complete the requisition form (VA2) sign it and have it approved by an authorized signatory in terms of departmental delegations. Commit the expenditure on BECS. Submit all documents to budget system to confirm availability of funds and have expenditure approved on-line. BECS by the relevant person. Record documents in the VA register. (Req date, demand number, supplier, amount date of submission to stores, order number). Submit documents to stores to generate an order NB Copies of the VA2 and quote must be retained. On receipt of the order, fax a copy to the supplier.

ENQUIRIES : Mr. ZP Tyalana Tel No: (051) 633 9631

POST 14/164 : **CLIENT INFORMATION CLERK REF NO:**
ECHEALTH/CIC/JG/EH/ARP/55/04/2024 (X2 POSTS)

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Empilisweni Hospital
REQUIREMENTS : National Senior Certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Knowledge of Batho Pele and Six Ministerial priorities.
DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service.
ENQUIRIES : Enquiries: Mr J Fonya Tel No: (051) 611 0259/078 530 7136.

POST 14/165 : **DATA CAPTURER REF NO: ECHEALTH/DC/VH/ARP/56/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@echealth.gov.za

POST 14/166 : **DATA CAPTURER REF NO: ECHEALTH/DC/VH/ARP/57/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register

and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/167 : **LAUNDRY SUPERVISOR REF NO: ECHEALTH/LS/ VH/ARP/58/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : National Senior Certificate with 3 -5 years. Computer literate. Ability to communicate and interpret policies to staff members and clients.

DUTIES : Conduct stock counts and keep records. Compile monthly reports and submit to Laundry manager. Compile duty roosters for night and day shifts for laundry staff. Keep accurate records of soiled linen, laundered linen, patient clothing and circulation. Supervise attendance registers and leaves. Responsible for stock control of laundry consumables. Supervise day to day operation of laundry services. Attend to operational meetings.

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/168 : **HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HS/SH/ARP/59/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Alfred Nzo, Sipepetu Hospital
REQUIREMENTS : NQF Level 3(Grade 10)/ABET level 4 with 3–5 years' experience. Knowledge of general work, housekeeping and cleaning services. Good communication and report writing skills. Problem solving skills. Flexibility and team work. Ability to manage interpersonal conflicts, resolve problem. Planning, organizing and team leadership skills. Client orientation and customer focus. Knowledge of occupational Health and safety policies.

DUTIES : Supervise and provide cleaning services: Develop work schedules and allocation lists. (Duty rooster). Guide the provision of general work in the all designated areas in the ward such as ward bed-side, doctor's room, change rooms, toilets. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record.

ENQUIRIES : Ms B Mbekeni Tel No: (040) 653 1141/9000
For e-Recruitment Enquiries, email to:
RecruitmentHeadOffice@ehealth.gov.za

POST 14/169 : **CLEARNER SUPERVISOR REF NO: ECHEALTH/CS/JG/EH/ARP/61/04/2024 (X4 POSTS)**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Empililweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

ENQUIRIES : Mr T Marenene Tel No: 049 836 0086

POST 14/170 : **FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/JG/EH/ARP/62/04/2024 (X4 POSTS)**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District, Emphilisweni Hospital
REQUIREMENTS : National Senior Certificate with 3 - 5 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/171 : **CLEANER SUPERVISOR REF NO: ECHEALTH/CS/JG/EH/ARP/70/04/2024**

SALARY : R183 279 – R215 892 per annum (Level 04)
CENTRE : Joe Gqabi District Office, Emphilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of general work, housekeeping and cleaning services. Problem solving skills. Ability to manage interpersonal conflict and resolve problems. Good communication, report writing and decision-making skills. Be able to work as a team. Provide leadership. Knowledge of occupational health and safety.

DUTIES : Supervise and provide cleaning services. Develop work schedules and allocation list (duty roster). Allocate work to general assistants and cleaners. Guide the provisioning of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet.

Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including mentoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services. Check compliance on hygiene and infection control in the provision of general work and related services in the wards. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward. Work shifts including weekends and public holidays.

- ENQUIRIES** : Mr T Marenene Tel No: 049 836 0086
- POST 14/172** : **DRIVER REF NO: ECHEALTH/DRV/VH/ARP/60/04/2024**
- SALARY** : R155 148 – R182 757 per annum (Level 03)
CENTRE : Amathole, Victoria Hospital
REQUIREMENTS : National Senior Certificate/Std 8 plus 1 - 3 years' experience as a driver. Valid code 8/10/14 driver's license and PDP. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.
- DUTIES** : To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tire condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality when transporting documents.
- ENQUIRIES** : Ms B Mbekeni Tel no: 040 653 1141. RecruitmentHeadOffice@ehealth.gov.za
- POST 14/173** : **PORTER REF NO: ECHEALTH/POR/MCHC/ARP/63/04/20**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
CENTRE : Alfred Nzo, Meje CHC
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.
- ENQUIRIES** : Mr. Praim Tel No: (039) 797 6070

<u>POST 14/174</u>	:	<u>CLEANER REF NO: ECHEALTH/CL/MECHC/ARP/64/04/2024 (X6 POSTS)</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Alfred Nzo, Meje CHC
<u>REQUIREMENTS</u>	:	ABET or Grade 10. Grade 12 will be advantageous. Poses good communication skills, be able to work shift including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Provide cleaning services: Clean all the designated areas such as ward bed-side, doctor's room, change room, toilets. Clean all items such as windows, walls, bins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the Institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution Periodically assess and update toilet cleaning check list in the line with set hygienic standards. Request and replace toilets papers/towels and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<u>ENQUIRIES</u>	:	Mr. Praim Tel No: (039) 797 6070
<u>POST 14/175</u>	:	<u>MESSANGER REF NO: ECHEALTH/MES/MECHC/ARP/65/04/2024</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Alfred Nzo, Meje CHC
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation, Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organizing.
<u>DUTIES</u>	:	Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
<u>ENQUIRIES</u>	:	Mr. Praim Tel No: (039) 797 6070
<u>POST 14/176</u>	:	<u>PORTER REF NO: ECHEALTH/POR/JG/ARP/66/04/2024</u>
<u>SALARY</u>	:	R131 265 – R154 626 per annum (Level 02)
<u>CENTRE</u>	:	Joe Gqabi, Empilisweni Hospital
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safekeeping of equipment.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/177 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/JG/ARP/67/04/2024 (X4 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other KPA's delegated by supervisor.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/178 : **OPERATOR REF NO: ECHEALTH/OP/EH/ARP/68/04/2024**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Certificate in either plumbing, carpentry or electrical. Must have completed Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, weekends and public holidays. Relevant experience with driver's license will be an added advantage.

DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/179 : **MORTUARY ATTENDANT REF NO: ECHEALTH/MA/JG/EH/ARP/69/04/2024**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin.

ENQUIRIES : Mr J Fonya Tel no: 051 611 0259/078 530 7136

POST 14/180 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/JG/EH/ARP/71/04/2024 (X5 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi District Office, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/181 : **LAUNDRY WORKER REF NO: ECHEALTH/LW/JG/EH/ARP/72/04/2024 (X5 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

POST 14/182 : **MESSENGER REF NO: ECHEALTH/MES/JG/EH/ARP/73/04/2024 (X2 POSTS)**

SALARY : R131 265 – R154 626 per annum (Level 02)
CENTRE : Joe Gqabi, Empilisweni Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Clear operational understanding of document management systems. Problem Solving Customer relationship management, Communication (written, verbal and responsive), Conflict resolution, Analytical, Decision-making, Negotiation,

- Quality management. Team worker, Proactive and resourceful. Flexible/change oriented, Responsive, Customer focused, Organizing.
- DUTIES** : Report on operations. Daily collection and delivery of the post. Collect and deliver post. Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various institutional components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed.
- ENQUIRIES** : Mr J Fonya Tel No: (051) 611 0259/078
- POST 14/183** : **PORTER REF NO: ECHEALTH/POR/JG/ARP/74/04/2024**
- SALARY** : R131 265 – R154 626 per annum (Level 02)
- CENTRE** : Joe Gqabi, Empilisweni Hospital
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
- DUTIES** : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safekeeping of equipment.
- ENQUIRIES** : Mr J Fonya Tel No: (051) 611 0259/078 530 7136

PROVINCIAL TREASURY

- APPLICATIONS** : Applicants must strictly apply using only the provincial eRecruitment system which is available on www.ecprov.gov.za, or <https://www.ecprov.gov.za> or <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 with your ID Number, your profile email address, details of the issue to: Theliswa.nkonyile@ectreasury.gov.za/ OR Olwethu.mjali@ectreasury.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/ CV to: Theliswa.nkonyile@ectreasury.gov.za/ OR Olwethu.mjali@ectreasury.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.
- FOR ATTENTION** : Ms T. Nkonyile OR Ms. O. Mjali
- CLOSING DATE** : 13 May 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the 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. 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> (the SMS pre-entry certificate is not a 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. Applications received after closing date will not be considered.

ENQUIRIES : Theliswa Nkonyile Tel No: 083 8755 707/ / Ms. O Mjali 060 5808 917. E-Recruitment Enquiries: Theliswa.nkonyile@ectreasury.gov.za or Olwethu.mjali@ectreasury.gov.za

MANAGEMENT ECHELON

POST 14/184 : **CHIEF DIRECTOR: STRATEGY & PLANNING REF NO: PT 01/04/2024**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive)

CENTRE : Bhisho

REQUIREMENTS : A Three-year Degree (NQF level 7 as recognised by SAQA) in Commerce/ Business Management/ Public Administration/ Public Management or any other related qualification coupled with Minimum of 7-8 years of experience of which 5 years should be at Senior Management (Director level) in Strategic Management environment. Master's in Business Administration MBA / MPA will be an added advantage.

DUTIES : Oversee the Management Coordination and the Implementation of Strategic Management Services: Oversee the development, management and coordination of Strategic Planning, monitoring, evaluation& reporting and ensure the provision of policy coordination services for the department. Oversee The Management, Coordination and Provision of Legal Services: Ensure the provision of sound legal advice and litigation support to Provincial Treasury and External Departments. Oversee the management of risk and ensure compliance with the mandate of the department. Oversee the preparation and drafting of legal documents for the department. Oversee The Management, Facilitation and the provision of ICT Management Services that will enable the Department to achieve its Strategic Objectives: Ensure the development, monitoring and implementation of ICT policies, processes and procedures. Oversee the provision and facilitate on of ICT infrastructure and operational support services. Oversee the provision and maintenance of ICT

systems and ensure data integrity. Advise department on ICT needs and requirements. Oversee the development and maintenance of the departmental website. Manage the Implementation of Change Processes that Strengthen the Strategic, Organizational, Cultural and Environmental Domains of the Department: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage Coordination, Monitoring & Reporting on the Implementation of Organisational Development & Change Management Programmes: Ensure the management, development, facilitation and implementation of OD & Change Management Interventions. Monitor And Implement Records and Facilities Management: Ensure development, monitor and implementation of departmental policies, procedures and processes with regards to the planning and provisioning of office support registry requirements. Manage And Coordinate the Implementation of Transformation Programmes: Oversee coordination and provide guidance & support on the implementation of transformation programmes and activities. Manage and Coordinate the Implementation of Departmental Special Programmes: ensure monitoring and reporting on attainment programmes objectives on respect of special programmes. Manage The Provision of Communication and Events Management Services: Oversee process of publication, photo journalism, multi media services, marketing and branding services. Ensure The Implementation and Management of Risk, Finance & Supply Chain Management Protocols and Prescripts in Area of Responsibility: Identify and Manage Risks in Area Responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning take place, that specification are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow. Manage Area of Responsibility: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity 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) 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 manage, maintained and kept safely by subordinates. Monitor and report on departmental programmes and activities against government programme of action (POA).

- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574
 For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
- NOTE** : EE Target: Colored / Black Female

OTHER POSTS

- POST 14/185** : **DEPUTY DIRECTOR: MUNICIPAL SCM AND ASSET MANAGEMENT REF NO: PT 02/04/2024**
 Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain Management and Asset Management.
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive)
 : Bhisho
 : A Three-year Degree (NQF level 7 as recognised by SAQA) in SCM/ Commerce/ Financial Management, coupled with a minimum 5 years' experience in Supply Chain Management/Asset Management of which 3 years

must have been at Assistant Director Level. Previous experience in monitoring or working in municipal environment is essential. Driver's license is essential. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Supply chain management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Budget submission. Accounting Principles. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Planning and organising, technical report writing, Negotiation and facilitation. Numeracy. Change Management. Knowledge Management. Information Management. Service Delivery Innovation, Creative thinking. Problem Solving and Analysis. Interpretation of legislation. Project planning and management. Financial Management, Policy analysis and development. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning.

DUTIES

: Monitor, Evaluate and Report on Compliance With Supply Chain Management and Asset Management Regulatory Framework: Review Municipal Supply Chain Management and Asset Management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management and asset management processes and report on compliance with the supply chain management and asset management guidelines, framework, and accounting standards. Provide support and advice on supply chain management and asset management processes, policies and compliance to regulations. Review and Report on Contract Management; Long and Short term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide Advice, Guidance, And Remedial Actions on SCM And Asset Management Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM and Asset Management frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM and Asset Management in all delegated municipalities. Provide assistance and advice on improving the supply chain management and asset management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management and asset management. Provide inputs and advice into other reports related to supply chain management and asset management. Oversee the implementation and maintenance of all transversal SCM and Asset Management policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM and Asset Management policies, procedure manuals and guidelines. Ensure Compliance with The MFMA and all related SCM and Asset Management Frameworks by Municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits in order to assess compliance with SCM Regulations, Policies, etc. Conduct assessment of contractor/supplier performance. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. Provide Technical Assistance and Training with Regard to SCM and Asset Management in all delegated Municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal SCM and Asset Management policies,

procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM and Asset Management policies, procedure manuals and guidelines. Ensure that transversal SCM and Asset Management Queries or enquiries (ad hoc) are dealt with timeously. Manage Area of Responsibility: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions. Monitor & Support municipalities on the FMCMM & MSCOA implementation.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: White Female

POST 14/186 : **ASSISTANT DIRECTOR: MUNICIPAL BUDGET: CHRIS HANI DISTRICT REF NO: PT 03/04/2024**
Purpose: To ensure optimal and sustainable budget management

SALARY : R444 036 per annum (Level 09)
CENTRE : Queenstown
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) in Financial Management / Financial Accounting / Management Accounting Coupled with a minimum of 3 years' in accounting environment experience at an officer level (level 7 or higher). Previous experience in monitoring or working in municipal environment is essential. Skills And Competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Accounting Principles. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Planning and organising. Technical report writing. Negotiation and facilitation. Numeracy, Change Management. Knowledge 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.

DUTIES : Provide Assistance in Monitoring the Implementation of the Budgeting Framework by Municipalities and Provide Technical Support to Delegated Municipalities: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process). Coordinate the Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Provide Assistance and Support on the Provision of Guidance on Budget Planning: Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Provide Assistance and Support in Monitoring, Evaluating & Reporting on In-Year Budget Performance: Provide assistance to monitor and ensure the submission MFMA returns and MSCOA data-strings to National Treasury (report from NT confirming the receipt of all returns and data-strings). Provide assistance in the analysis of the monthly outcome of municipalities' budgets

and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Provide assistance in the analysis the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Assist with the monitoring of grants spending of designated municipalities and submit report to the relevant supervisor. Provide assistance in the preparation of ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Provide Assistance and Support in Monitoring Compliance by Delegated Municipalities with respect to MFMA, Dora and other applicable Legislations and Regulations: Coordinate reports on non-compliance with relevant legislations, regulations, and other initiatives by designated municipalities to the relevant supervisor. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit to PT. Delegate functions to subordinate, provide the necessary guidance and support. Manage employee performance daily and ensure timely submission of performance assessments. Manage the budget, financial resources and physical assets.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574
For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: African Male

POST 14/187 : **ASSISTANT DIRECTOR: NETWORK CONTROLLER REF NO: PT 04/04/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information Technology/ Information Systems coupled with Minimum of 3 years of experience in Network Administration at an officer level (Level 7 or higher). N+ or CCNA or Microsoft Azure certificates will be an added advantage.

DUTIES : Provide Support on ICT Infrastructure to all network on Local Area Network and attached User Devices: Provide support in design, installation and maintenance of network infrastructure equipment and software. Assist in the analysis of technical problems for established networks. Test network, file server and workstation hardware and software. Regulate test backup generator. Coordinate day to day activities and operations of the Local Area Network. Document network infrastructure and critical component information. Install, configure and assist in the maintain of network components. Install, configure network printing, directory structures, user access, security, software and file services. Install and configure CISCO phones, ATA's and faxes. Liaise with SITA and other departments to solve network problems. Provide initial training in existing and new technologies. Perform onsite & desktop support. Facilitate the development of topology & network standards. Diagnose software related problems. Troubleshoot network system when necessary. Facilitate The Development of Network Business & ICT Strategic Alignment: Assist in the development ICT Network Plan (ICT Strategic Plan< Master systems Plan and Information Systems Plan). Provide assistance in the review of departmental ICT Network Security. Provide input in the development of other ICT Policies. Implementation of ICT operational plan. Coordinate User Information and User Account Management on Departmental Services: Assist

in the establishment of user profiles, user environments, directories and security for networks and networks being installed. Provide support to users on network operation. Record and attend all network related queried. Continuously update departmental systems. Create and reset user profiles on CISCO Call-Manager of registration forms. Perform and restore users data. Configuration of backup jobs. Daily monitoring of backup jobs (onsite and offsite). Test disaster recovery plan. Provide Support To SLA, EA, LAR & contracts: Provide input to Terms of references for contracts/ tenders to be advertised. Attend service meetings with network service providers to monitor SLA and contracts breaches. Monitor the activities of the Service Provider to ensure that they comply with the SLA. Log and follow up calls with Service providers. 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 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. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: Colored Male

POST 14/188 : **ASSISTANT DIRECTOR: FISCAL POLICY REF NO: PT 05/04/2024**

SALARY : R444 036 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognized by SAQA) in Economics/ Financial Accounting coupled with 3 years' experience in Economics field at an officer level (level 7 or higher).

DUTIES : Render Assistance in Ensuring Sustainable Fiscal Policy Framework in the Province: Render support in the implementation of Fiscal Framework inputs into Medium Term Budget Statement. Assist in Revenue situational analysis inputs into OPRE, EPRE and Adjusted budget. Provide revenue inputs into BGW, Achievability and MTEC. Collate information regarding the FFC submission and interact on FFC policy processes. Interact at revenue forums on Fiscal Framework related matters. Provide input into MEC and HOD (Lekgotla's, PTM etc) presentation. Provide input to Cabinet Committees and Cabinet Clusters. Render Assistance in the Implementation of Revenue Enhancement Strategy: Coordinate information on efficient development and expansion of Eastern Cape's provincial own revenue base in line with the National Road Traffic Act, EC Gambling Act, EC Liquor Act and new Provincial Tax Regulation Process Act. Collate information on research and assist in conducting analysis of variables informing the determination of nationally raised revenue (i.e equitable share and conditional grants). Monitor revenue mobilisation for the province including providing inputs towards the division of nationally raised revenue with intergovernmental Fiscal System and related regulatory framework. Assess and ease the risk of loss of revenue with particular emphasis on spending trends for conditional grants. Manage and ensure that advice and assistance is provided to ensure implementation and review of revenue enhancement strategy / revenue study. Conduct monthly meetings with departments on new revenue sources and provide minutes with attendance registers of revenue improvement. Render Assistance on Effective Revenue Management: Input on a sustainable fiscal policy framework in the province. Render support and input on effective revenue management. Input and coordinate information regarding own revenue estimates for the MTEF. Provide assistance in ensuring an effective implementation and review of revenue enhancement strategy. Monitor revenue performance in the IYM to

		ensure revenue performance in respect of the departments' monthly submission of own revenue.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theleiswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – NO CVs).
<u>NOTE</u>	:	EE Target: African Male
<u>POST 14/189</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARIES ADMINISTRATION REF NO: PT 06/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Bhisho A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) recognised by SAQA) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 6 or higher. Extensive understanding with Certificates of BAS and PERSAL systems. Skills And Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework e.g. DORA, PFMA. Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written).
<u>DUTIES</u>	:	Facilitate Payment of Salaries and Deductions of Payments to Third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. Facilitate Clearance and Reconciliation of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled, and the balances are monitored to ensure that they become zero at month end and year-end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance to the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theleiswa.nkonyile@ectreasury.gov.za / OR Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: Coloured / Black Female
<u>POST 14/190</u>	:	<u>ADMIN OFFICER: BUDGET MANAGEMENT, PLANNING, MONITORING & PUBLIC FINANCE REF NO: PT 07/04/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 7) Bhisho A Three-Year Degree (NQF level 7) National Diploma (NQF Level 6 as recognised by SAQA) in Office Administration coupled with Minimum of 2 years' experience in Administration under Budget environment.
<u>DUTIES</u>	:	Provide Secretarial / Receptionist Support Service To The Directorate; Render secretarial services and management of diary for the Chief Directorate Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile

Schedules of all appointments. Coordinate And Render Administrative Support Services To The Directorate: Ensure effective flow of information and documents from and to the Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collects, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide Support to the Director Regarding Meetings and Directorate Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. Render Support in The Administration of the Directorate's Budget: Collects and coordinate all documents related to the Chief Directorate budget - Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over and under spending Check against BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. Coordinate reports within the Directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate - Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports - Compile and integrate the budget - Validate the PMDS Submissions for the Chief Directorate - The Chief Director may direct you to coordinate the work of the directorate/s.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / Or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : EE Target: White Female

DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

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

APPLICATIONS : Applications must be submitted only via the provincial e-recruitment system, which is available on <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: erecruitment@drdar.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants are encouraged to apply via the e-recruitment system. Should you submit your applications/CVs to: erecruitment@drdar.gov.za and not as specified above – your application will be regarded as lost and will not be considered.

CLOSING DATE : 13 May 2024. Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must

submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the 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. 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). Employment Equity 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 have 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> which must be submitted on the day of the interview. 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

<u>POST 14/191</u>	:	<u>CHIEF DIRECTOR: STRATEGY DEVELOPMENT & MANAGEMENT REF NO: DRDAR: 01/04/2024</u>
<u>SALARY</u>	:	R1 371 558 – R1 635 897per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate. A bachelor's degree in public administration/ management sciences at NQF level 7 as recognized by SAQA. At least five (5) years of relevant experience at the Senior Management Level in Strategic Planning. Proficiency in the application of the MS Office Package (Word, PowerPoint and Excel). Project Management Methodologies (Prince 2 or others). Thorough understanding of the National Development Plan (2030), MTSF Priorities, PGDP, goals and other priorities of the Government. Extensive experience in public sector strategy, planning, performance monitoring and evaluation, research, data collection, and reporting. Strong leadership, planning, organizing, coordinating and management skills. Advanced writing, verbal communication and presentation skills. Extensive understanding of the legislative and policy framework of Government. Broad experience in stakeholder engagement. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) before appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by

following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme>. Candidates will be subjected to a competency-based assessment, which will test generic senior management competencies using the mandatory DPSA SMS competency assessment tools. A valid driver's license.

DUTIES

: Strategically manage departmental development, annual performance planning, and work planning policies and instruments. Facilitate and manage the process of creating, implementing and releasing the Strategic Plan of the department. Direct and oversee the development and upkeep of the departmental planning agenda. Facilitate the development and maintenance of quantifiable performance indicators for all departmental planning instruments. Monitor and evaluate the performance of Department programmes and report thereon. Monitor and evaluate the performance of the Department's programmes and provide comprehensive reports that contain key findings and recommendations. Assist departmental programmes in developing Annual Performance Plans and Operational Work Plans with technical support. Coordinate and initiate research and data collection to support departmental planning processes. Manage and coordinate the process of gathering input from stakeholders for departmental planning purposes. Strategically direct the development and maintenance of departmental performance monitoring, evaluation, and reporting regimes and protocols. Manage the development of effective communication strategies to convey planning objectives, developmental performance indicators, and outcomes to internal and external stakeholders.

ENQUIRIES

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