

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

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

- APPLICATIONS** : Submit via the following options: (1) eRecruitment System available at: <https://erecruitment.ecotp.gov.za> or www.ecprov.gov.za (under careers). To report any technical glitch send an email with your ID Number, profile email address and the details of your issue to: erecruitment@safetyec.gov.za or (2) Post to: The Recruitment Centre, Community Safety P/BagX0057, Bisho 5605 or (3) Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605 Do not submit any CVs to this email address, should you do so your application will be regarded as lost. Applicants are encouraged to use the e-Recruitment system.
- FOR ATTENTION** : Ms B. Mndindwa or Ms L. Mazwi
- CLOSING DATE** : 19 August 2024. No Late / No Faxed/ No emailed applications will be accepted
- 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). EE targets of the department will be adhered to.

OTHER POSTS

- POST 28/60** : **ASSISTANT DIRECTOR: MULTI-SECTORAL AGENCY REF NO: DOCS 01/07/2024**
- SALARY** : R444 036 - R532 602 per annum (Level 09)
- CENTRE** : Bisho
- REQUIREMENTS** : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in International Relations/Political Science/ Public Administration / Social Sciences, Developmental Studies or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's licence.
- DUTIES** : Responsible for police relations i.e CPF's, District safety Model. Coordination of sub-workstreams i.e School Safety, PSS and other related workstreams.

Management of the Expanded Public Works Programme "EPWP". Coordination within government and with other relevant agencies, community, civil society and other relevant stakeholders. Stimulate the identification and development of crime prevention measures and long-term strategies for tackling the causes of crime and lack of safety. Ensuring that community safety is a high priority for relevant departments, organisations and community formations.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 28/61 : **ASSISTANT DIRECTOR: OVERSIGHT REF NO: DOCS 02/07/2024**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Bhisho
: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Administration/Public Management/Social Sciences, Developmental Studies or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's licence.

DUTIES : Office Administration, Implement and supervise Safety Brigades, Safety Patrollers and CLO's, Manage and analyse impact assessment of monitoring tools, guidelines and systems. Implement and monitor complaints management. Analyses DVA and GBV related legislation and policies in relation to policing mandates. Ensure compliance with Ministerial Directives. Monitor and evaluate SAPS compliance with the Domestic Violence Act (DVA) and other Gender Based Violence (GBV) related legislation and policies. Plan and conceptualise compliance monitoring projects. Guide oversight visit processes. Assess and analyse SAPS compliance levels in relation to legislation, policies and Ministerial Directives. Oversee intervention plans for non-compliance. Coordination and monitoring of special projects. Participate in Intersectoral Committees relating to implementation of DVA and GBV related legislation. Provide complex reports on police compliance. Develop DVA compliance reports. Build relations with governmental stakeholders.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 28/62 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: DOCS 03/07/2024**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Bhisho
: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Commerce/Financial Management/Accounting, or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's licence. Competencies: Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA), good understanding of the BAS system as well as the interface between the bank and the BAS. Computer skills, effective communication skills, both written and verbal, and problem-solving skills. A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations), ability to work under pressure and to meet deadlines.

DUTIES : Monitor and review clearing of suspense accounts. Follow-up on unallocated transactions in suspense accounts. Ensure processing of inter-departmental claims as per PFMA. Review and authorize departmental debt take-on. Follow-up on outstanding debts and inter-departmental claims. Monthly, quarterly, and annual reporting on departmental debts and suspense accounts. Prepare credible quarterly interim financial statements and annual financial statements with supporting working paper files. Proper filing of supporting documents. Ensure clearing of revenue related exceptions on BAS. Prepare revenue pay-overs for department's collection. Preparation of the monthly revenue reconciliation and Revenue IYM. Prepare monthly reports for compliance certificate. Ensure timeous and accurate month end and year closure of accounting records. Daily management of subordinates.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

POST 28/63 : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION AND REBATES REF NO: DOCS 04/07/2024**

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Bhisho
: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in in Commerce/ Financial Accounting / Cost and Management Accounting. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's licence. Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars, DPSA Circulars, SCOA, PERSAL and BAS Systems, Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written) and Computer Literate.

DUTIES : Render support in managing the payment of salaries and deduction of payments to third parties: Record salary debts on the appropriate form and communicate to the individual concerned and that amounts to be deducted. Ensure that all departmental claims are submitted to other departments and follow-up is made on them. Ensure that deductions are implemented on PERSAL for in-service employees. Ensure that all salary-related payments are processed. Manage and ensure that all payrolls are distributed on time to Pay point Managers, to avoid late return by them and to meet the requirements of PFMA and Treasury Regulations. Monitor and manage the complaints from Pay point Managers, so that they can be rectified within the next open month and to avoid exceptions from being repeated. Facilitate clearance and reconciliation of suspense accounts: Maintain suspense accounts and ensure that all are zero balance at both month end and year end. Ensure that reconciliation of salary-related suspense accounts is effected and outstanding balances explained. File records of signed suspense accounts. Ensure that BAS and PERSAL reconciliation is performed and submitted monthly, on or before the due date, to meet the requirement of PFMA. Monthly clearance of all PERSAL exceptions and ensure correction of link codes. Perform tax reconciliation returns. Prepare monthly reporting and quarterly inputs for Annual Financial Statements: Ensure that enhancements of suspense accounts are done monthly. Ensure that explanation of balances on suspense accounts is compiled and submitted. Compile and submit debt reporting template to debt management unit. Compile and submit quarterly inputs for preparation of Annual Financial Statements. Manage area of responsibility: Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure 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.

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POST 28/64 : **SENIOR COMMUNICATIONS OFFICER REF NO: DOCS 05/07/2024**

SALARY CENTRE REQUIREMENTS : R376 413 - R443 403 per annum (Level 08)
: Bhisho
: National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Communications/Journalism/Public Relations and Development Digital Marketing/Advertising. A minimum of 1-2 years of relevant experience and a valid south African driver's licence. Knowledge Sound written and verbal communication skills. Willingness to work overtime and on weekends.

DUTIES : Design and edit high-quality photographs and videos for use in various communication channels. Design and create visually appealing communication materials including infographic posters, newspapers, adverts, flyers,

brochures, pamphlets, newsletters and other promotional items. Create dynamic written, graphic and content that promotes audience interaction on the social media platforms using adobe software. Maintain and update the department's website with current and relevant information. Implement effective communication strategies and plans that build customer loyalty programs, brand awareness, and customer satisfaction. Prepare detailed media activity reports. Work with different marketing departments to generate new ideas for social content to drive Communication Action Plan and manage the content and social media marketing campaigns. Ensure brand consistency in all communication efforts. Manage reciprocal relations with media outlets and publishers to ensure collaboration in promotional activities. Monitor corporate image frequently and ensure it follows the brand manual of the department. Organize and coordinate public relations events when necessary. Communicate with press release writers to ensure content is accurate and reflects the style and brand voice of the organization. Safeguard the resources of the Communication and Marketing Unit. Perform administrative duties.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetynec.gov.za

POST 28/65 : **SENIOR ADMIN CLERK / TRANSPORT OFFICER: FLEET SERVICES REF NO: DOCS 06/07/2024**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Administration/ Public Management/Transport Management, Logistic Management. A minimum of 1-2 years of relevant experience and a valid south African driver's licence.

DUTIES : Attend to requisitioning of vehicles from various directorates. Facilitate the payments of invoices to Government Fleet Management Services as per the applicable Service Level Agreement. Ensure mileages are consolidated and shared with GFMS on monthly basis. Ensure departmental vehicles are roadworthy, this includes booking vehicles for service intervals and routine maintenance. Prepare monthly fleet reports. Maintaining and updating departmental Fleet Register. Compile vehicle replacement plan quarterly. Monitor licensing of departmental vehicles. Provide required information on misuse of departmental vehicles. Provide fleet utilization report on monthly basis. Ensure trip authorities and logbooks are fully completed at all times. Assist in the process of accident reporting and distribute the required forms to the end-users. Assist in allocation of traffic fines to the departmental users. Facilitate the process of acquiring Ad-Hoc vehicles. Ensure compliance with transport / fleet legislation, policies and procedures'-ordinate the operation, maintenance and utilization of government vehicles Monitor the effective operation of various pool sections Oversee the effective maintenance and servicing of government vehicles Ensure that reports are 281 analyzed and payment processed Facilitate various directorates. the processing of accident reporting and 3rd party claims Oversee the physical verification process of government vehicles Facilitate the disposal of vehicles Undertake investigations into the abuse of vehicles Provides a secretarial/ receptionist support service to the manager. Plan and co-ordinate the acquisition of state vehicles Co-ordinate the licensing and disposal of vehicles. Ensure the replacement policy requirements for state vehicles is adhered to Reconcile the payments in respect of the acquisition and licensing of vehicles Compile monthly performance statistics in respect of fuel consumption Ensure that traffic violations are settled promptly.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetynec.gov.za

POST 28/66 : **PERSONAL ASSISTANT: CFO REF NO: DOCS 07/07/2024**

SALARY : R308 154 - R362 994 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Admin or Management/ Office Management/ Secretarial Diploma qualification. A minimum of 1-2 years of relevant experience and a valid south African driver's licence. Competence: Knowledge of Microsoft Office suite literacy at intermediate level. Computer

- Skills, Secretarial skills, administrative skills, Communication: verbal and written, Interpersonal and Conflict resolution.
- DUTIES** : Act as the first point of contact for the CFO and maintain the effective working of the office. Provides administrative secretarial/receptionist support service to the CFO. Manage diaries by scheduling, prioritizing and managing appointments, travel arrangements and preparations for meetings. Provide the secretariat services in the CFO's Office. Screening phone calls, inquiries and requests, and handling them when appropriate. Manage correspondence, track incoming and outgoing correspondence and ensure replies are produced within the required timeframe. Establish and maintain a document management and tracking system. Ensure the safekeeping of all documentation in the office of the CFO. Monitors the Branch Budget. Provide support to other members of the Branch as necessary. Maintain systems and procedures to support the efficient running of the office. Maintain the highest level of confidentiality and adherence to policies and procedures.
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
- POST 28/67** : **ADMIN CLERK: FINANCE & SCM REF NO: DOCS 08/07/2024**
- SALARY** : R216 417 - R254 928 per annum (Level 05)
CENTRE : Chris Hani District Office
REQUIREMENTS : National Senior Certificate (NQF Level 4 as recognised by SAQA with no experience and appropriate bachelor's degree/Diploma (NQF Level 6/7) and a valid south African driver's licence will be added advantage.
- DUTIES** : Knowledge: Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Compile procurement plans and compliance report. Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Understanding of BAS System and the maintenance of supplier database. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paperwork for distribution of goods, capture invoices from suppliers. Render clerical support to transport and travel services and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, coordinate the submissions of subsistence and travel claims for approval, update all compliant invoices. Render general clerical support services.
- ENQUIRIES** : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
- POST 28/68** : **ADMIN CLERK: FINANCE & SCM REF NO: DOCS 09/07/2024**
- SALARY** : R216 417 - R254 928 per annum (Level 05)
CENTRE : Alfred Nzo District Office
REQUIREMENTS : National Senior Certificate (NQF Level 4 as recognised by SAQA with no experience and appropriate bachelor's degree/Diploma (NQF Level 6/7) and a valid south African driver's licence will be added advantage.
- DUTIES** : Knowledge: Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Compile procurement plans and compliance report. Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Understanding of BAS System and the maintenance of supplier database. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paperwork for distribution of goods, capture invoices from suppliers. Render clerical support to transport and travel services and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, coordinate the submissions of

subsistence and travel claims for approval, update all compliant invoices. Render general clerical support services.
ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

POST 28/69 : **ADMIN CLERK: FINANCE & SCM REF NO: DOCS 10/07/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Amatole District Office
REQUIREMENTS : National Senior Certificate (NQF Level 4 as recognised by SAQA with no experience and appropriate bachelor's degree/Diploma (NQF Level 6/7) and a valid south African driver's licence will be added advantage.

DUTIES : Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Compile procurement plans and compliance report. Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information, follow up on outstanding orders, and compile generic reports in respect of order transactions. Understanding of BAS System and the maintenance of supplier database. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paperwork for distribution of goods, capture invoices from suppliers. Render clerical support to transport and travel services and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, coordinate the submissions of subsistence and travel claims for approval, update all compliant invoices. Render general clerical support services.

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L.Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries eMail to: erecruitment@safetyec.gov.za

POST 28/70 : **ADMIN CLERK: FINANCE & SCM REF NO: DOCS 11/07/2024**

SALARY : R216 417 - R254 928 per annum (Level 05)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate (NQF Level 4 as recognised by SAQA with no experience and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Financial Management /Supply Chain Management and a valid south African driver's licence will be added advantage. Competence: supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.

DUTIES : Procurement source documents are verified and captured, once approved, the order is timeously placed with the supplier, in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Goods received, checked and reconciled with respective orders, correctly marked, moved and packed in the appropriate bin location, and inventory records accurately updated, in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Create and print orders on LOGIS system. Saucing of quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications on the supply chain system. Prepare and Compile quotes. Capturing of awarded contracts on National Treasury Contracts registration application (CRA).

ENQUIRIES : can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at (079) 284 6709
For e-Recruitment Technical Enquiries e-mail to: erecruitment@safetyec.gov.za

DEPARTMENT OF EDUCATION

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 is available 24/7 throughout and closes at 23:59 on the closing date. 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: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.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. Technical support is limited to working hours:

CLOSING DATE
NOTE

(08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No emailed / No faxed / No posted applications will be accepted.

: 19 August 2024. No late applications will be accepted.

: 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). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE 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).

OTHER POSTS

POST 28/71

: **CHIEF QUANTITY SURVEYOR: PHYSICAL RESOURCE PLANNING REF NO: DOECQS1/07/2024**

SALARY
CENTRE
REQUIREMENTS

: Grade A: R1 042 170 – R1 185 693 per annum, (OSD)

: Zwelitsha

: University degree (NQF 7) in Quantity Surveying and/or equivalent qualification. Registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP): Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of

DUTIES

2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

: Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-today, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-today, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional

environment. Interact with relevant Professional Bodies/Councils. 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. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms, Monitor expenditure on infrastructure projects within budgets, Control cost and scope variances on infrastructure projects.

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

POST 28/72 : **CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (DORA FUNDED) REF NO: DOECQS2/06/2024**

SALARY CENTRE REQUIREMENTS : Grade A: R1 042 170 – R1 185 693 per annum, (OSD)
: Zwelitsha
: University degree (NQF 7) in Quantity Surveying and/or equivalent qualification. Registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP): Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of

project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-today, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-today, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. 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. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

ENQUIRIES

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

POST 28/73

: **CONSTRUCTION PROJECT MANAGER – PRODUCTION:
 INFRASTRUCTURE DELIVERY REF NO: DOECPM03/07/2024**

**SALARY
 CENTRE
 REQUIREMENTS**

: Grade A: R833 499 – R889 158 per annum, (OSD)
 : Zwelitsha
 : Standard 10/ Grade 12 plus minimum of National Higher Diploma a (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Post Graduate Diploma in any Built Environment field with a minimum of 3 years' experience. A Valid driver's license, Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management and Innovation; Financial Management; Planning and Organizing; Conflict Management; Problem Solving and Analysis; People Management and Empowerment; Analytical ability; Motivational ability; Negotiation and persuasion ability; ability to function

on conceptual level; Advanced proficiency in MS Office (Word, PowerPoint, Excel), MS Project. Must be willing to travel extensively. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget.

DUTIES : Manage and co-ordinate all aspects of projects in line with the Infrastructure Delivery Management System (IDMS) utilising the Education Facilities Management System (EFMS): Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Director Infrastructure Delivery Management as well as on the formats prescribed by the Grant Framework; and Manage project budget and resources ; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

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

POST 28/74 : **ENGINEER / PROJECT MANAGER: INFRASTRUCTURE DELIVERY MANAGEMENT (DORA FUNDED) REF NO: DOE-EPM04/07/2024**

SALARY : Grade A: R833 499 – R889 158 per annum, (OSD). 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 : Zwelitsha
: University degree in the Built Environment Professions and/or equivalent qualification; Registered as a Professional Engineer with ECSA or Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP); Valid driver's licence; Computer literacy. Competencies: Construction Industry Development Board Act of 2000 and Regulations; PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System; Provincial/Departmental Supply Chain Management Policies; Promotion of Access to Information Act of 2000; Promotion of Administrative Justice Act of 2000; Expanded Public Works Programme; Broad Based Black Empowerment Act of 2003; Preferential Procurement Act of 2000 and Regulations; Architectural Profession Act of 2000; Engineering Profession Act of 2000; Quantity Surveying Profession Act of 2000; National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act and Regulations of 1993; Project and Construction Management Professions Act of 2000; South African Schools Act of 1996, Regulations and Guidelines; National Environmental Management Act of 1998.; Relevant Provincial Land Administration Legislation; ISO standards; All different types and forms of construction contracts.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA)– referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA) Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education.

Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents (IA) and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. (IDMS). Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRES

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

POST 28/75

: **PROJECT OFFICER: HIV & AIDS LIFE SKILLS (X2 POSTS)**
 Conditional Grant Funded Contract: from the date of appointment-March 2025

SALARY CENTRE

: R444 036 – R532 602 per annum (Level 09)
 : Cluster A – Mthatha Ref No: DoE-PO05/07/2024
 Cluster B – Grahamstown Ref No: DoE-PO06/07/2024
 Komani PTD&LI – JJ Serfontein Ref No: DoE-PO07/06/2024

REQUIREMENTS

: A NQF 7 qualification in Project Management/or related field and at least 3 year's relevant experience in Project Management field. The following key competencies and attributes are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills

		(verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and level-headed under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plan organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and proposes remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.
<u>ENQUIRIES</u>	:	Ms B Mthenjane Tel No: (040) 608 4245 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za
<u>POST 28/76</u>	:	<u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: DOE-CW07/07/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 – R443 403 per annum Alfred Nzo East District National Diploma in any of the Built Environment qualifications or N3 and a passed trade test in the build environment. Or Registration as an Engineering Technician. Computer literacy; Valid driver's licence; Computer literacy. Minimum of Three Years' experience post qualification. A valid driver's license. Competences: Problem solving, personnel management, good planning, supervisory, organizing and motivation skills. Good verbal and written communication skills. Sound project management skills. Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act of 1993 and Regulations; South African Schools Act and Regulations; National Environmental Management Act of 1998; Public Finance Management Act. Specification writing; Education facilities Management System (EFMS); People and customer relations; PMBoK; Basic photography.
<u>DUTIES</u>	:	Maintenance and Infrastructure Projects. Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs; Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance; Participate in annual evaluations on completed maintenance projects; Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans; Assist to orientate users in terms of the optimal usage of Facilities. NEIMS assessments. (building condition assessments) Assist to collect relevant data and information for updating NEIMS and Facility Management Systems; Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention; Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards; Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Disaster management plans. Assist to monitor compliance of disaster management plans; Provide assistance with preparation of disaster management plans; Assist to train Schools on the preparation of disaster management plans; Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. School Maintenance Plans. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs; Assist Schools to develop maintenance plans and budgets; Validate quality of school maintenance plans; Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.
<u>ENQUIRIES</u>	:	Mr. M Mduba Tel No: (040) 608 4246 For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 28/77 : **WORKS INSPECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT (X2 POSTS)**

SALARY : R255 450 - R300 912 per annum (Level 06)
CENTRE : Joe Gqabi District Ref No: DOE-WI12/07/2024
Sara Baartman Ref No: DoE -WI13/07/2024

REQUIREMENTS : National Diploma in any of the Built Environment qualifications; Computer literacy; Valid driver's licence; Computer literacy or N3 with passed trade test or National Diploma in Engineering. Minimum of five years' experience post qualification. Valid Drivers' Licence. Computer literate. Competencies: Job Creation Targets. (EPWP), National Building Standards Act of 1977 and Regulations; Government Immovable Asset Management Act of 2007; Occupational Health and Safety Act of 1993 and Regulations; South African Schools Act and Regulations; National Environmental Management Act of 1998; Public Finance Management Act (PFMA). Specification writing; Education facilities Management System (EFMS); People and customer relations; PMBoK; Basic photography.

DUTIES : Maintenance and Infrastructure Projects. Prepare specifications for work; Develop bill of quantities; Develop proposals on associated costs; Implement inspections on projects [maintenance and infrastructure projects; Compile estimates; Update the electronic maintenance systems; Prepare progress reports; Analyse and compile relevant project documentation; Manage activities of contractors; Facilitate and resolve problems; Monitor compliance with building regulations; Prepare progress reports; Validation of work completed and verification of invoices; Make recommendations on payments for work completed; Implement follow up inspections. NEIMS assessments. (building condition assessments) Assist to collect relevant data and information for updating NEIMS and Facility Management Systems; Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention; Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards; Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Disaster management plans Implement disaster management plans; Assist to prepare disaster management plans; Assist to provide training to Schools on the preparation of disaster management plans; Make inputs to the development of the integrated District Disaster Management Plan. School Maintenance Plans. Make inputs to School Maintenance Plans and budgets on completion of projects through application of life cycle costs; Make inputs to the development of the integrated District maintenance plan and budget; Assist to validate quality of school maintenance plans; Assist to make recommendations to Schools in terms of changes to be made to District/Schools Maintenance Plans. Effective and efficient resources management. 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; Plan and allocate work; Develop and implement processes to promote control of work; Implement quality control of work delivered by employees.

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

POST 28/78 : **ADMIN CLERK: HIV & AIDS LIFE SKILLS REF NO: DOEAC11/07/2024**
(Contract Post): (Conditional Grant Funded) (from the Date of Assumption of Duty-31 March 2025)

SALARY : R216 417 – R242 928 per annum (Level 05)
CENTRE : Zwelitsha
REQUIREMENTS : Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment. Knowledge of Education Sector and driver's license will be added advantage.

- DUTIES** : Capture data for processing payment for School Health and Lifeskills beneficiaries contracted in schools and Circuit Management Centres using the spreadsheets, Conduct monthly verification on payments made and process system and bank rejections as well as monitor payment of correct beneficiaries in their correct banks, Ensure safekeeping of Contracts for School health beneficiaries, Develop a database of all contracted beneficiaries with the details of schools and or CMC where they are placed/contracted, Ensure that all the information captured is correct, verified and validated, Keep back-up copies and copies of documents submitted for payment of stipends in line with the standard archive procedures, Liaise with Clusters for monthly reports, Keep database of Peer Education Clubs and Soul Buddyz Clubs in schools, Partners and other stakeholders that render school health and safety services to schools, Liaise with Data Capturers and Project Officers to verify uploaded school health and safety data on EMIS, Audit school health and safety LTSM procured, Policies and Circulars developed and keep distribution lists thereof, Make follow-up on communication sent to districts by the Province, Conduct quarterly impact assessments of programmes rendered in schools and consolidate performance reports, Provide general administration support services within the Unit, Obtain quotations, complete procurement forms in relation to procurement of goods and services, Arrange travelling and accommodation and check correctness of subsistence and travel claims of officials within the Unit, Manage allocated resources in line with legislative and departmental policy directives, Develop registers and compile manuals for training, Prepare and submit monthly, quarterly, and annual reports.
- ENQUIRIES** : Ms B Mthenjana Tel No: (040) 608 4245
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

POST 28/79 : **DATA CAPTURER: HIV & AIDS LIFE SKILLS (X3 POSTS)**
Conditional Grant contract: from the date of assumption of duty -31 March 2025

SALARY CENTRE : R183 279 – R215 892 per annum (Level 04)
Cluster A – Mthatha Ref No: DoE-DC08/07/2024
Cluster B – Grahamstown Ref No: DoE-DC09/07/2024
Komani PTD&LI – JJ Serfontein Ref No: DoE-DC10/07/2024

REQUIREMENTS : Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment. Knowledge of Education Sector and driver's license will be added advantage.

DUTIES : Capture data for processing recruitment and payment for School Health and Lifeskills beneficiaries contracted in schools and Circuit Management Centres using the spreadsheets, Liaise with Districts for monthly reports from the LSAs, LSA Supervisors and Social Work Graduates, Ensure that the information is captured correctly, verified, and validated. Check accuracy of data captured and deal with queries, Ensure safekeeping of necessary documents to process payment of stipends e.g. reports and signed confirmation lists in line with the standard archive procedures, Capture all School Health and Safety information on applicable data base and produce reports when required to do so, Keep database of Peer Education Clubs and Soul Buddyz Clubs in schools, Partners and other stakeholders that render school health and safety services to schools, Liaise with School Admin Clerks to verify uploaded school health and safety data on SASAMS, Audit school health and safety LTSM, Policies and Circulars provided to schools and keep distribution lists, Conduct quarterly impact assessments of programmes rendered by LSAs, LSA Supervisors and Social Work Graduates and consolidate performance reports when required to do so, Write and submit monthly, quarterly, and annual reports to the Province.

ENQUIRIES : Ms B Mthenjana Tel No: (040) 608 4245
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

OFFICE OF THE PREMIER

APPLICATIONS : Applicants are encouraged to apply via the e-recruitment system only. Utilise the e-recruitment system which is available on www.ecprov.gov.za or <https://e-recruitment.ecotp.gov.za> or To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email with your

ID Number, your profile email address, details of the issue to: e-recruitment-bhisho@safetyec.gov.za (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).

CLOSING DATE
NOTE

: 19 August 2024
: Applications must be submitted on a duly completed New Z83 Form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit a fully completed system generated Z83 form and a detailed Curriculum Vitae via the E-Recruitment System. NB: Z83 in the E-Recruitment system is currently not downloadable and therefore not signable, so applicants who submitted applications via the E-Recruitment System will not be disqualified for an unsigned system generated Z83, instead will be requested to sign on the interview day. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Note: All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. It is a DPSA requirement for SMS applicants to produce or attach the pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by the following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions. It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference. Successful candidates will be appointed on a probation period of twelve (12) months. We thank all applicants for their interest.

OTHER POSTS

POST 28/80

: **ICT NETWORK CONTROLLER REF NO: OTP 02/07/2024**
Component: Departmental ICT
Re-advertisement: those who applied before may need to re-apply

SALARY
CENTRE
REQUIREMENTS

: R308 154 - R362 994 per annum (Level 07)
: Bhisho
: National Senior Certificate, an IT -related NQF level 6/7 - National Diploma or Degree with three (3) years or more IT industry experience of which a minimum of 2 years should be maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). Advantageous Industry Certifications. Microsoft Certified: Windows Server Hybrid Administrator Associate and/or Azure Administrator Associate and/or Azure Network Engineer Associate and/or Azure Stack Hub Operator Associate certification(s) or other relevant Microsoft Technical certification. These Microsoft certifications are annually renewable with Microsoft for free, therefore only non-expired Microsoft-accredited certifications will be considered. Should no applicant be found with any of these certifications, the preferred applicant will be required to pass one of the corresponding exams within a week of receiving an OTP-issued exam voucher and show proof of such before the preferred applicant can be considered suitable for a contract of employment. Knowledge and Skills: Analytical/Critical thinking, Active Learning, Complex Problem solving, Writing, Reading Comprehension, Active Listening, Time Management, Monitoring. Creative Thinking, Problem Analysis, Technical Proficiency, Self-Management, and Team Membership. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism.

- DUTIES** : Administer windows server hybrid core infrastructure - Deploy and manage Active Directory Services in on-premises and cloud environments, manage windows servers and workloads in a hybrid environment, manage virtual machines and containers, implement, and manage an on-premises and hybrid networking infrastructure, manage storage and file services. Implement, manage, and monitor a Microsoft Azure environment - Manage Azure identities and governance, implement and manage storage, deploy, and manage Azure compute resources, configure and manage virtual networking, monitor and maintain Azure resources. Plan, implement, and manage azure networking solutions - Design and implement core networking infrastructure, design, implement, and manage connectivity services, design, and implement application delivery services, design and implement private access to Azure services, secure network connectivity to Azure resources. Configuring and operating a hybrid cloud with Microsoft azure stack hub - Plan and deploy Azure Stack Hub, provide Hub services, manage infrastructure. Configure & manage network resources - End-to-end LAN and WAN connectivity, and functions of FTP, TFTP, Telnet, Secure Shell (SSH), and Ping, Cisco router and switch models, and their interfaces. Ensure Cisco IOS CLI functions are used for interpreting and updating the basic Cisco IOS Software. Use Console Port and Terminal Program to manage configurations and perform software upgrade or downgrade using TFTP, FTP, XMODEM, and USB Storage. Manage the physical network layer in terms of cabling and network termination points.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za
- POST 28/81** : **SURVEILLANCE (SECURITY) OPERATORS REF NO: OTP 01/07/2024 (X2 POSTS)**
(Fixed term contract of 12 months - Re-advertisement: previously applied candidates may re-apply)
- SALARY** : R216 417 – R254 928 per annum (Level 05), plus 37% in lieu of service benefits.
- CENTRE** : Bhisho
- REQUIREMENTS** : Matric Certificate or National Senior Certificate (Vocational) recorded on the National Learner Record Database at NQF level 4; Be a South African Citizen; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade B security certificate; Must have no criminal record or pending criminal / departmental cases; Not declared unfit to possess a fire-arm, Minimum of 2 years' experience in the Physical Security environment. Job related knowledge: Knowledge of control room procedure Closed Circuit Television (CCTV) surveillance system. The Criminal Procedure Act. Minimum Physical Security Standards (MPSS) document. Minimum Information Security Standard (MISS) document. Occupational Health and Safety (OHS) Act. Job related skills: Investigation skills. Computer literacy. Communication skills (verbal and written). Facilitation skills. Report writing skills. Presentations skills. Liaison skills. Interpersonal skills. A valid driver's license will be added advantage. Skills and Competencies: Good verbal communication skills. Good work ethic Interpersonal skills, Good communication (verbal and written); Problem solving and decision making skills; Interpersonal Relations; Teambuilding, People management skills; Analytical thinking skills; Computer literacy; Planning, Organizing and Controlling skills.
- DUTIES** : Support with the management with physical security operations. Oversee control room operations. Coordinate repairs or replacement of malfunction security system. Conduct security inspection of all security equipment's. Ensure access control compliance and adherence of security policies. Coordinate and monitor key control measures. Assist with preliminary investigation for security breaches. Report all breaches to all relevant stakeholders. Create registers for security breaches. Ensure officials open cases with South African Police Services (SAPS). Inform management immediately.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: recruitment@ecotp.gov.za

DEPARTMENT OF TRANSPORT

The Department of Transport in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Submit only via the eRecruitment System available at: <https://erecruitment.ecotp.gov.za> or www.ecprov.gov.za (under careers). To report any challenges pertaining e-Recruitment System send an email with your ID Number, profile email address and the details of your issue to: Simphiwe.Mgudlwa@ectransport.gov.za. Do not submit any CVs to this email address, should you do so your application will be regarded as lost. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted. Refer all application related enquiries to the specified contact person.

CLOSING DATE : 19 August 2024

NOTE : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently un-signable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit his/her Permanent Residence Permit on or before interview date. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable 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. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply. In terms of DPSA Directive for SMS appointments, applicants are required to produce or attach a Pre-entry Certificate 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/>.

OTHER POSTS

POST 28/82 : **ASSISTANT DIRECTOR: DISTRICT SCHOLAR TRANSPORT (X2 POSTS)**
Re-advertisement

SALARY CENTRE : R444 036 - R532 602 per annum (Level 09), (annual salary range)
: Joe Gqabi Ref No: DOT03/07/2024) (X1 Post)

<u>REQUIREMENTS</u>	: Sarah Baartman Ref No: DOT 04/07/2024) (X1 Post) National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics/Transport Management/ Public Administration/Public Management/Project Management/Business Administration/Business Management/Communication/Developmental Studies. 3 year's relevant supervisory experience (Salary Level 7/8) in Public Transport/Scholar Transport environment. A Valid Driver license. Knowledge: Public Transport Function. Public Transport Forums. Project Management. Strategic planning. Report writing. Frameworks and Legislation governing Public Transport. Departmental service delivery principles. PSR, PFMA, PSA, NLTA. Departmental Strategic Planning. Departmental Annual Performance Plan. National Scholar Transport Policy. Provincial Scholar Transport Policy. Performance Management and Development Systems. Stakeholder and customer relationship Management. Social facilitation and conflict management understanding.
<u>DUTIES</u>	: To provide support in the implementation of Scholar Transport services: Facilitate the collating of compliant database by Department of Education (DOE) in accordance with the Scholar Transport Policy. Facilitate the process of suspending/terminating and replacement of Operators who fail to adhere to the agreed service levels and the replacement there after. Provide support in the process of recruitment and induction of Scholar Transport Monitors. Compile a report on the learners been ferried and support provided monthly. Provision of monitoring of Scholar Transport services: Facilitate the verification of KMs and routes aligned to the approved DOE database and handling queries relating to such by Operators. Coordinate the District Scholar transport performance monitoring. Facilitate the processing of compliant invoices for payment. Facilitate the inspection of Scholar Transport contracted vehicles in the District with Law Enforcement Office. Monitor the performance and reports of Scholar Transport Monitors. Collating monthly monitoring reports for the Scholar Transport. Assist in managing the Scholar Transport budget and payment of operators efficiently and effectively: Facilitate the cashflow projections for the payment of Operators to influence the district budget to cater for Scholar Transport plans. Facilitate the collection and verification of information for the payment of Service Providers. Monitor the expenditure by ensuring the verification of Proof of Delivery (PODs) against invoices and monitoring reports before payment is processed. Attend to payment queries received from Operators. Compile payables, accruals list and reconciliation of invoices with payment reports monthly. Administration of Scholar Transport stakeholder relations: Implementation of stakeholder engagement services including mediation, conflict, and dispute resolution. Ensure functional District Scholar Transport Steering Committees. Coordinate the District Joint Planning Committee with DOE seat effectively. Facilitate the induction and workshop of Operators participating in the Scholar Transport on the prescripts, code of conduct and completion of PODs. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees under supervision. Supervise daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the administration, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	: can be directed to Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504 e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
<u>NOTE</u>	: In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 28/83</u>	: <u>ASSISTANT DIRECTOR: PRE-AUDIT SERVICES REF NO: DOT 05/07/2024</u> Re-advertisement
<u>SALARY</u>	: R444 036 - R532 602 per annum (Level 09), (annual salary range)

<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi
	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in BCom Finance / BCom Accounting / BCompt / Cost and Management Accounting / Economics / Internal Auditing / Taxation / Financial Management with Accounting 3. 3-5 years' experience in pre-audit environment at a supervisory level (Salary Level 7/8). A valid driver's license. Knowledge: Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
<u>DUTIES</u>	:	Render control, compliance, and expenditure pre-audit services: Ensure manual verification of all orders before services is rendered and issues Pre-Audit certificate. Ensure manual verification of payment vouchers before payment is effected on BAS. Ensure manual verification of payments vouchers before payment is effected on PERSAL. Ensure verification of documents before authorisation on PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines: Development or review of internal control framework. Development or review of procedure manual and checklist for Pre-Audit. Ensure proper maintenance of irregular, unauthorised fruitless expenditure and reporting thereof for the Department: Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorised and fruitless expenditure to the department committee. Manage audit intervention plan: Audit Intervention Plan developed. Report Audit Intervention Plan to Provincial Treasury monthly. Ensure co-ordination of Control Self-Assessment: Report the outcomes of control Assessment Self-Assessment. Effective management of Pre-Audit unit: Prepare quarterly reports on the performance of Pre-Audit unit. Ensure that Pre-Audit budget is managed and variation between projections and expenditure is explained. Manage the allocated resources of the sub-directorate: Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
<u>ENQUIRIES</u>	:	can be directed to Mr M.L. Ngcobo / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
<u>NOTE</u>	:	e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za In terms of departmental EE targets, African, Coloured, Indian, White males and African, Coloured, Indian & White females are all encouraged to apply, including African females with disabilities.
<u>POST 28/84</u>	:	<u>ADMIN OFFICER (MONITORING): DISTRICT SCHOLAR TRANSPORT SERVICES (X7 POSTS)</u> (Readvertisement)
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07)
	:	Alfred Nzo Ref No: DOT 06/07/2024 (X1 Post)
	:	Chris Hani Ref No: DOT 07/07/2024 (X1 Post)
	:	OR Tambo Ref No: DOT 08/07/2024 (X2 Posts)
	:	Sarah Baartman Ref No: DOT 09/07/2024 (X3 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Transport Economics / Transport Management / Public Administration / Office Administration / Public Management / Communication / Business Administration / Business Management. 1-2 years' relevant experience in the environment. A valid driver's license. Knowledge: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.
<u>DUTIES</u>	:	Implement Road Based Public Transport Contracts. Implement timeous payment of bus operators. Evaluate whether contracted Public Transport Operators carry out the responsibilities stipulated in their contracts. Implement efficient processing of waybills and claims received from operators. Assist in preparation for reviewal and upgrading of contract administration system to eliminate risk. Assist in addressing of variations in service in terms of signed

contracts. Supervising and monitoring firms to monitor compliance with the contracts. Receive and analyse reports from supervising and monitoring firms. Ensure the availability of funds to meet the MTEF contractual obligations of the sub-directorate. Implement the commercial value add of the sub-directorate operations. Monitor expenditure according to budget to ensure efficient cash flow management. People management – ensure the development, motivation, and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorates. Capture/type all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

- ENQUIRIES** : can be directed to Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 28/85** : **FINANCE CLERK (SUP): EXPENDITURE MANAGEMENT SERVICES (X6 POSTS)**
Re-advertisement: those previously applied may re-apply
- SALARY CENTRE** : R308 154 – R362 994 per annum (Level 07)
Chris Hani Ref No: DOT 10/07/2024
Joe Gqabi Ref No: DOT 11/07/2024 (X1 Post)
Sarah Baartman Ref No: DOT 12/07/2024 (X2 Posts)
Amathole Ref No: DOT 13/07/2024 (X2 Posts)
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7 as recognized by SAQA) in Financial Accounting / Cost and Management Accounting / Financial Management / Financial Planning / Accounting / Internal Auditing. 1-2 years working experience in salaries and expenditure environment. PERSAL Introduction Certificate will be an added advantage. A valid driver's license. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial Operating systems (PERSAL, BAS, LOGIS etc).
- DUTIES** : Render Financial Accounting Transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capture payments). Supervise filing of all documents. Perform salary administration support services: Receive salary related claims. Check claims for correctness, verification and approval (internal control). Verify processing of claims (e.g. capture payments). Approval of all captured claims. Supervise filing of all documents. Perform payroll Management Services: Receive payroll. Supervise processing of payroll (sorting and distribution). Supervise filling of all documents. Supervise Human Resources/Staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRIES** : can be directed to Ms. Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504.
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za
- NOTE** : In terms of departmental EE targets, African, Coloured, Indian & White females are all encouraged to apply, including African, coloured females with disabilities.
- POST 28/86** : **ETHICS AND RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: ECDOT01/07/2024**
(3 Year Contract)
- SALARY** : Annual salary range: Prescribed Rates by the National Treasury for remuneration of Members of Commissions & Committees of enquiry and audit.
- CENTRE** : KWT
- REQUIREMENTS** : A postgraduate qualification in Risk Management/Auditing/Accounting/MBA. Affiliation to a professional recognized body (SAICA, IIA, IRMSA, ACFE) and a professional designation such as CIA/CRMP/CFE/Certified Ethics Officer will

be an added advantage, a minimum of five (5) years senior management experience in risk management, ethics, investigations, financial management, business continuity and or internal audit environment. The candidate should demonstrate proven experience in serving on oversight committees such as Audit Committees, Ethics and Risk Management Committees in the Public Sector. Knowledge: Excellent knowledge of the Risk Management and Corporate Governance, Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, Integrity Management Framework and legislation applicable to the Finance sector. Analytic reasoning abilities and excellent communication skills, Interpersonal relations, Research methodology skills, Plan and Organise, Project management skills, Report writing, Understanding of PFMA and its Regulations, National Treasury practice notes relevant to the Provincial Departments and Public Entities, Knowledge and understanding of the roles of Internal and External Auditors, Understanding Public Service Regulation framework. A person who has Government interest in delivering a better service to its citizens.

DUTIES : The candidate will chair the Ethics and Risk Management Committee meetings and provide an oversight role in the following: Review and monitor the implementation of fraud, risk and ethics management framework, policy, strategy and committee charter within the Department. Assisting in the review of the risk and ethics management action plans and ensuring compliance with such plans. Integrating fraud, risk and ethics management into planning, monitoring and reporting processes. Provide advice / guidance on setting and reviewing of risk appetite and tolerance levels of the Department. Ensure compliance with statutory requirements for fraud, risk and ethics management. Providing reports to the Accounting Officer, Audit Committee and other oversight committees on a quarterly basis or as the need arises. Recommend best practice to improve risk and ethics management within the Department.

ENQUIRIES : can be directed to Ms. H. Magengelele / Mrs N. Nyamakazi Tel No: (043) 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za

POST 28/87 : **AUDIT COMMITTEE MEMBER REF NO: DOT02/07/2024**
(3 Year Contract)

SALARY : Annual salary range: The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.

CENTRE REQUIREMENTS : KWT
: A tertiary qualification in either financial accounting, auditing, risk management, strategy, information technology, governance, administration or economics with at least 5 - 10 years' experience, at a senior level, in the public sector. Must have a strong financial management, auditing, risk management, strategy, and/or information technology background and appropriate experience in the environment. Be independent and have knowledge commensurate with the status of the position. Demonstrate experience in participating in well-functioning audit committees of a medium to large organization. Have the ability to dedicate time to the activities of the AC. Knowledge: Analytical reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which provincial departments operate. Knowledge and understanding of the challenges faced. Knowledge and understanding of social and infrastructure environments in the public sector.

DUTIES : Fulfil the statutory roles of the audit committee in terms of the PFMA, Treasury Regulations and other applicable regulatory frameworks. Help to strengthen objectivity and the credibility of financial and operational reporting. Monitor the performance of the internal audit activity. Monitor management responses to reported weaknesses, control deficiencies and make recommendations for improvement.

ENQUIRIES : can be directed to Ms. H. Magengelele / Mrs N. Nyamakazi 043 604 7674 / 7539 / 7572 / 7504
e-Recruitment Technical Enquiries: Simphiwe.Mgudlwa@ectransport.gov.za