

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) 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: olwethu.desi@dedea.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
- CLOSING DATE** : 18 October 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. 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 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. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 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 to adhere to the EE targets of the department. 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 36/28** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND CO-ORDINATION: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/01**
(Re-advert)
- SALARY** : R849 702 – R1 000 908 per annum (Level 11)
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate/ Matric, B Degree NQF Level 7 in Social Science, / any equivalent qualification. 3-5 years relevant supervisory experience. A valid driver's license.
- DUTIES** : Provide administrative services to the office of the MEC. Manage financial support services. Develop, implement and maintain administrative systems and procedures in the office of the MEC. Manage the registry of the office of the MEC. Perform and manage administrative and related functions.
- ENQUIRIES** : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
- POST 36/29** : **REGISTRY CLERK: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/02**
(Re-advert)
- SALARY** : R216 417- R254 928 per annum (Level 05)
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate/ Matric/ any relevant qualification at NQF Level 4.
- DUTIES** : Provide registry services. Handling incoming and outgoing correspondence, Render filing and record management services. Process documents for archiving and/or disposal.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

POST 36/30 : **DRIVER/MESSENGER: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/03**
(Re-advert)

SALARY : R183 279 - R215 892 per annum (Level 04)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate / Matric/ any other relevant NQF level 4 qualification. 1 -2 years relevant experience. A valid driver's license.

DUTIES : Render driver services. Provide messenger services. Ensure routine maintenance of vehicles.
ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za

POST 36/31 : **FOOD SERVICE AID: OFFICE OF THE MEC REF NO: DEDEAT/2024/09/04**
(Re-advert)

SALARY : R131 265 - R154 626 per annum (Level 02)
CENTRE : Bhisho
REQUIREMENTS : NQF level 1 /ABET level 4 certificate or equivalent.
DUTIES : Prepare food, snack and beverages. Prepare boardroom for meetings and special events. Provision of catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 0788015909
For e-Recruitment Enquiries: olwethu.desi@dedea.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: (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.

CLOSING DATE : 18 October 2024
NOTE : 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).

MANAGEMENT ECHELON

- POST 36/32** : **DIRECTOR: YOUTH AND SPECIAL PROGRAMMES REF NO: DOECB01/10/2024**
Unit: Executive Governance and Support
Re-Advert (previously applied candidates may re-apply)
- SALARY** : R1 216 824 – R1 433 355 per annum
CENTRE : Provincial Office – Zwelitsha
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Social Science, Business Management, Public Management/Public Administration. Five (5) years' relevant experience at Middle Management Level in an Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Accountability and Responsibility. Leadership. Planning and Execution. Communication. Basic condition of Employment Act. Employment Equity Act. Treasury Regulations, Public Finance Management Act (PFMA), Labour Relations, Act No. 75 of 1995. Skills Development, Act No.97 of 1999. Constitution of the Republic of South Africa, Act No. 108 of 1996. Public Service Act, Proclamation 103 of 1994 as amended. Public Service Regulations, 2016. Public Finance Management Act (PFMA), Promotion of Access to Information Act, All youth development prescripts. All disability prescripts. All women and gender prescripts. Military veteran's policy. Labour Relations Act, 1995. Employment Equity Act, 1998. Basic Conditions of Employment Act, 1997.
- DUTIES** : Integrated Strategy and Plan: Establish consultative forum with all departmental programmes. Establish focus groups to develop strategies for each group. Report on progress made about issues of Special Programmes and empowerment of designated group. Coordinate, promote and ensure participation of all departmental programmes in ensuring mainstreaming and integration of SPU in the mainstream of the department. Mainstreaming: Co-ordinate participation of all departmental Programmes in relevant activities Monitor implementation of Employment Equity Plan. Co-ordinate integration of universal access Advocacy: Conduct awareness programmes on the rights and opportunities for vulnerable groups. Promote equal opportunities for Women, Women with disabilities, Elderly, Children and Military Veterans: Initiate partnership with both internal and external stakeholders. Empowerment: Leadership Development initiatives. Assess youth and women representivity in management of contractors doing business with the department. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Mr N Mtshotana Tel No: (040-608 4200)
For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

OFFICE OF THE PREMIER

- APPLICATIONS** : Must be submitted using only the eRecruitment system which is accessible at <https://erecruitment.ecotp.gov.za/>. The Provincial e-recruitment system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, Password issues, email Address issues, send an email with your ID Number, your profile email address, details of your issue to: HODrecruitment@ecotp.gov.za (NB: For Technical Support only – Not CVs). Do not send your CV to this email, should you do so, it will be regarded as a lost and will be not considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri).
- CLOSING DATE** : 18 October 2024
NOTE : Applications Received After Closing Date Will Not Be Considered. No Faxed / No Emailed/ Applications Will Be Accepted Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. for SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). 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 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. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team.

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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 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 to adhere to the EE targets of the department. 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).

MANAGEMENT ECHELON

- POST 36/33** : **HEAD OF DEPARTMENT: COMMUNITY SAFETY REF NO: OTP-DOCS01/09/2024**
(Five-Year Performance Based Contract)
- SALARY** : R1 741 770 – R1 962 090 per annum (Level 15), (an all-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE REQUIREMENTS** : Bhisho
: An appropriate qualification at NQF level 8 as recognised by SAQA, preferably in Management Sciences or Safety and Security. Ten (10) years' relevant experience at senior management level preferably 3 years within the safety and security environment/field. Professional registration with a relevant institution as well as experience within the safety and security sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Safety and Liaison and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensuring integrated intra and inter-departmental / sphere planning, collaboration and delivery of Safety and Security programmes and services, including Community Safety. Manage and coordinate the community safety mandate of the department on a provincial and district level. Provide Civilian Oversight to implement programmes outlined in the Provincial Crime Prevention Strategy (PCPS) through collaboration with all spheres of government and civil society. Provide Social Crime Prevention services. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Safety and Liaison. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision-making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.
- ENQUIRIES** : Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662.
: For e-Recruitment, send email to: HODrecruitment@ecprov.gov.za (Females and disabled persons are encouraged to apply).

OTHER POSTS

- POST 36/34** : **PROJECT MANAGER: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 01/09/2024**
Re-Advertisement: Previously applied candidates may re-apply
(Fixed Term Contract of 12 Months)
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), all-inclusive package
CENTRE : Bisho
REQUIREMENTS : Matric with an NQF Level 6/7 Degree/National Diploma as recognised by SAQA in Human Resource Development, Public Administration/Management, Development Studies or Project Management. Minimum of three - five (5) years in the Project Management Field and the Skills Development terrain of which three (03) years must be at an Assistant Director level in the related field. A valid driver's license HRD Technical Knowledge and Skills re Learnerships/ Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, QCTO, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations. Computer literate and have knowledge of working on skills development systems.
- DUTIES** : Support the Strategic Skill Team with expertise in Skills Project implementation of donor funded projects. Identify opportunities and take action to build strategic relationships to help achieve L&D objectives. Maintain and manage stakeholder relations. Build professional relationship through engagement and regular communication and feedback with strategic partners. Analysing the SETA sector skills plan to ensure alignment to L&D strategic programmes. Contribute to the learning and development operations plan. Develop a skills Development monitoring, evaluate and reporting framework to measure effective implementation principles. Have experience in the implementation of Learnerships and Apprenticeships. Have experience in liaising with a variety of Private Employers for the implementation of the above skills interventions. Understand and have experience in quality assurance of the above interventions. Monitor the progress of learners on Apprenticeships/Learnerships and Skills Programmes. Managed the contracts of appointed service providers. Prepare funder reports on a quarterly basis on the progress of projects.
- 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 36/35** : **ACCOUNT CLERK: CREDITORS PAYMENT & RECONCILIATION REF NO: OTP 02/09/2024**
- SALARY** : R216 417 – R254 928 per annum (Level 05)
CENTRE : Bhishe
REQUIREMENTS : National Senior certificate with no experience. Experience in Finance /SCM environment with post qualification (NQF 6) in Commerce/Financial Management or Accounting will be added advantage. Competencies and capabilities: Knowledge of PFMA, Treasury Regulations & Financial Manual Knowledge of MS EXCEL, BAS, LOGIS. written communication skills, Numerical/financial skills, problem solving skills & creativity.
- DUTIES** : Render assistance in the establishment and implementation of governance systems: Receive invoices from suppliers and end-users and record on the Invoice receiving register. Verify the accuracy of invoice and match with the Purchase Order to detect errors, and fraud. Request Purchase Orders for all invoices from SCM, Prepare Submit invoices to Creditors Reconciliation Unit for verification. Liaise with SCM regarding invoices received with no Purchase Orders and Internal & External Clients.
- 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
- NOTE** : Youth and Persons with Disabilities are encouraged to apply