

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

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

- APPLICATIONS** : Must be submitted using one of the following options: Post: directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605, or be Hand delivered to the Cooperative Governance & Traditional Affairs Foyer at Tyamzashe Building, Phalo Avenue in Bhisho, or via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. For any e-Recruitment enquiries, send an email with your ID Number, your Profile email Address and the Details of your issue to: ecruitment@eccogta.gov.za, do not send your CV to this email, should you do so, it 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). Applicants are encouraged to use the e-Recruitment System.
- FOR ATTENTION** : Mr M. Ncanywa
- CLOSING DATE** : 01 July 2024. No late applications will be accepted
- NOTE** : 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. 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). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 21/73

DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL COORDINATION REF NO: COGTA: 01/05/2024

SALARY CENTRE REQUIREMENTS

: R1 216 824 – R1 433 355 per annum (Level 13)
: Head Office / Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Management / Administration or relevant qualification. Five (5) years' experience at a middle management level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Competencies: Strategic leadership and communication skills. An understanding of the operational environment of the Department and the Institution of Traditional Leadership and its service delivery imperatives. Extensive knowledge of the Traditional Leadership and Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project Management skills. People management and empowerment skills. Possess experience in stakeholder management, negotiation, and corporate governance. Client orientation and customer focus. Professional report writing skills, facilitation, and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES

: Ensure overall facilitation and support to Traditional Leadership institutions (Traditional, Principal and Kings Councils) in the performance of their functions. Provide advice and information to institution of Traditional Leadership Institutions. Ensure coordination of information management and institutional memory for the Institution of traditional leadership. Coordinate and monitor the functionality of Traditional, Principal and Kings Councils. Ensure the allocated resources of the Directorate is in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/directorate produces excellent work in terms of quality / quantity and timeliness. Resolution of conflicts. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Oversee development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the directorate. Oversee daily employee performance and ensure timely Performance Assessments of all subordinates. Oversee management, maintenance and safekeeping of assets.

ENQUIRIES

: Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/74

DIRECTOR: HUMAN RESOURCE UTILISATION & CAPACITY DEVELOPMENT REF NO: COGTA: 02/05/2024

SALARY CENTRE REQUIREMENTS

: R1 216 824 – R1 433 355 per annum (Level 13)
: Head Office / Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Administration / Human Resource Management or relevant qualification. Five (5) years' experience at a middle management level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Competencies: Understanding of the performance management and development system skills. Development legislation and HR policies.

DUTIES

: Provide strategic leadership pertaining to development and planning plus performance management and development. Response for the development and implementation of HR policies, plans, and strategy. Manage the development, maintenance, and implementation of Workplace Skills Plan. Identify strategic priorities for Training, Learnership, Internship, Induction and Mentorship programmes with the Department. Manage implementation of performance management and development system. Provide leadership in supporting the development of a stronger performance management culture.

Provide guidance and support to staff within the Human Resource Utilisation & Capacity Development Directorate. Responsible for the Directorate's budget and resources in accordance with the Public Finance Management Act.

ENQUIRIES

: Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/75

DIRECTOR: RAPID RESPONSE REF NO: COGTA: 03/05/2024

SALARY

: R1 216 824 – R1 433 355 per annum (Level 13)

CENTRE

: Head Office / Bhisho

REQUIREMENTS

: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in the related field. Five (5) years' work experience in the middle management level in the relevant field. Computer Literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Competencies: Knowledge: Constitution of the Republic of South Africa 1996, Local Government: Municipal Structures Act, 117 of 1998, as amended, Local Government: Municipal Systems Act, 32 of 2000, as amended, Public Finance Management Act, 1999, Local Government: Municipal Finance Act, 56 of 2003 as amended. Public service Act. Provincial Integrated Service Delivery Model (ISDM). National Development Plan: Vision 2030. Medium –Term Strategic Framework (2014-2019). Provincial Development Plan. Provincial Medium-Term Strategic Framework. Outcome 9 Strategic Priorities.

DUTIES

: Institutionalize regular reporting and feedback mechanisms from municipalities and traditional leadership institution to maintain an early warning system. Conduct customer surveys and facilitate the implementation thereof. Coordinate the identification and resolution of service delivery problems. Coordinate the facilitation of training programmes to manage Presidential Hot Line queries. Render development of policy framework to promote, facilitate and coordinate rapid response services within municipal areas. Manage allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES

: Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/76

DIRECTOR: TRADITIONAL LEADERSHIP POLICY & LEGISLATION DEVELOPMENT (REF NO: COGTA: 04/05/2024)

Re-advertisement

SALARY

: R1 216 824 – R1 433 355 per annum (Level 13)

CENTRE

: Head office / Bhisho

REQUIREMENTS

: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in bachelor's degree in law / relevant equivalent qualification or Public Administration coupled with legislation drafting certificate (plus SMS Pre-entry certificate (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Five (5) years' experience at a middle management level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Working in the public sector environment at a provincial or national level. Legislation drafting experience will be an added advantage. Competencies: Ability to draft legislation. Knowledge of the process of law-making. Policy formulation and drafting. Advanced report writing and analytical skills. Strategic management and leadership, budgeting, and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, change management, service delivery innovation, project and programme management, problem solving, planning, and organizing, decision making, team leadership, communication. Knowledge of legislation and regulations governing Public Service. Knowledge of legislation governing Traditional Leadership.

DUTIES

: Lead the process of formulation and drafting of legislation related to traditional leadership. Facilitate stakeholder consultation in the development of provincial and national legislation related to traditional leadership. Lead the policy development and policy review related to traditional leadership. Lead the research on customary law, genealogies, and other related matters. Provide

guidance on the utilisation of archive research. Coordinate awareness sessions on policy and legislation. Develop standard operating procedures for policy and legislation development in the Directorate. Manage the staff of the Directorate. Develop and monitor strategic plans, annual performance plans, operational plans and financial plans for the Directorate.

ENQUIRIES

: Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

OTHER POSTS

POST 21/77

: **DEPUTY DIRECTOR: DISASTER INFORMATION MANAGEMENT & COMMUNICATION REF NO: COGTA:05/05/2024**
(Re-advertisement)

SALARY

CENTRE

REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11)
: Head Office / Bhishe
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Disaster Management/Environmental or Social Science/Development Studies as recognised by SAQA. Three (3) to five (5) years' experience as an Assistant Director Level or Junior Management level. Register with DMISA. Basic Ms Skills with GIS as an added advantage. Driver's Licence Code 08. Knowledge of disaster management information systems. Qualification and knowledge of GIS Application (In Disaster Management Environment). Competencies: Good understanding of the Disaster Management Legislations. Applied strategic thinking. Interpersonal skills and conflict resolution. Ability to work in a team. Project Management. Budget and financial management. Planning and organizing. Creative thinking. Self-management. Problem analysis. Meeting Procedures. Report writing. Stakeholder and customer relationship management principles. Communication skills. Presentation Skills.

DUTIES

: Facilitate the information management and communication requirements to support the Key Performance Areas and Enablers as prescribes in the National Disaster Management Policy Framework. Maintain a provincial comprehensive information management system (IMS) and an integrated emergency communication network (ECN) which establishes communication links with all disaster risk management role players and compiles with national requirements. Manage and maintain operational efficiency and functionality of the provincial disaster management centre's central communications and technical operations facilities. Establish, manage and maintain a provincial disaster management integrated emergency communication network (ECN). Manage sourcing, analysis, and dissemination of disaster risk management early warnings. Facilitate and support the development and assessment of risk profiles and mapping of high-risk areas at the provincial and municipal levels with the use of relevant GIS applications. Facilitate and manage processes to collate feedback from various disaster management role-players on impact-based warnings issued and provide such feedback to agencies such as South African Weather Systems (SAWS) etc.

ENQUIRIES

: Ms N. Mabusela Tel No: (071) 689 6162 for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/78

: **DEPUTY CHIEF VALUER: VALUATION SERVICES REF NO: COGTA 06/05/2024**

SALARY

CENTRE

REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11)
: Head Office / Bhishe
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Real Estate (Property Valuations) as recognised by SAQA. Three (3) to five (5) years' working experience as a Valuer in Property Valuations. Registered as a Professional Associated Valuer or as a Candidate Valuer for more than three years with South African Council for Property Valuers (SACPVP). Microsoft Office Application, MS excel, Project and Power-Point. Valid Driver's Licence code 8. Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understanding of professional ethics Property Valuers Profession Act of 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and interviewing skills. Supervisory Skills, Problem solving skills. Knowledge of Geographic

		Information Systems. Property Valuation Skills and finance and budgetary skills.
<u>DUTIES</u>	:	Monitor and guide on compliance and implementation of the Local Government: Municipal Property Rates Act, 2004 as amended (MPRA) by the Municipalities. Assist in the preparation of Directorate budget, annual performance, and operational plans.
<u>ENQUIRIES</u>	:	Ms N. Mabusela at (071)689 6162 for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/79</u>	:	<u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: COGTA:07/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 – R1 000 908 per annum (Level 11) Head Office / Bhisho National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in BCom Accounting, Management Accounting or Financial Management as recognised by SAQA. Three (3) to five (5) years' experience in Management Accounting at an Assistant Director or equivalent level. Understanding and application of: Public Finance Management Act, Treasury Regulations, Treasury Practise Notes, Treasury & DPSA Circular, MTEF budgeting system, the Basic Accounting System (BAS), Financial Management Principles, Promotion of Access to information act, Strategic management principles, Performance management principle, Stakeholder and customer relationship management principles, Interpersonal skills, Problem solving, Ability to compile and analyse financial reports, Compile and managing of cash-flows requirements. Sound communication skills (Written & verbal). Presentation and report writing skills with sound computer literacy in Microsoft Office application (Excel, Word, PowerPoint, Outlook, ability to use Microsoft Teams) and ability to use BAS, and interpret PERSAL reports relevant for Budget preparations, management, and reporting. Bas, PERSAL, Vulindlela, Excel, Word, PowerPoint, Outlook, and Microsoft teams. A valid driver's licence code 8. Budget Compilation and analysis Certificate and SCOA Certificate will be an added advantage. Competencies: Knowledge and Skills: Computer literacy, Proficient knowledge of Microsoft packages, Proficiency in English, Time Management, Interpersonal Skills and Communication, Planning and organising skills, ability to operate BAS, customer service abilities. Well-developed skills in financial management and in analysing and understanding budget matters. Good presentation and report writing skills. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Understanding and managing of cash-flows.
<u>DUTIES</u>	:	Manage the process of monitoring the departmental budget through analysing, coordinating, and consolidating the departmental annual cash flow projections in-year. Regularly analysing the expenditure trends and discuss with Programme Managers with a view of ensuring timeous spending of allocated budget and offer advice to Programmes. Monitor confirmation of budget availability to ensure expenditure is within allocated parameters and ascertain correct allocation of expenditure & that all necessary documents are attached. Manage the process of preparing, analysing, and consolidating the departmental IYM report including variance explanation. Manage budget and expenditure misallocations and the process of identifying necessary journals for correcting of such. Manage the process of in-year shifting and virements of funds within / between Programmes and ensure it is accurately accounted for in BAS, IYM and expenditure reports (pre and posts Adjustment Estimates period). Contribute to the Adjustment Estimates processes through the consolidated in-year shifting's and capturing of the Adjustments into BAS and ensure assessment of expenditure trends for development of proposal on the further shifts and virements. Manage the process of developing inputs into the Appropriation Statements and Notes to Appropriation Statement (NAS) in relation to budget information for accurate reporting (Quarterly and Annually). Monitor compliance with financial prescripts and provide advice and guidance to role players on the use of forecasting methods and tools. Coordinate, review, analyse and quality assure the budget management reporting processes. Manage the roll-over and all adjustment estimates processes relating to budget management. Monitor and manage preparation and submission of all monthly, quarterly, and annual reports timeously in terms of PFMA. Take charge of the running of the Cash-Flow reporting processes and liaising with Provincial Treasury and the Bank in relation to the Cash flow requirements of the

department. Develop and maintain policies, standard operating procedures, procedure manuals and processes to ensure smooth running of the Sub-Directorate. Manage the provision of budgetary support services to the department by attending to budget enquiries promptly, providing training to departmental officials on budget related issues and providing weekly BAS reports to programme managers. Manage the allocated resources of the sub-directorate (Financial and Human) in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical enquiries: recruitment@eccogta.gov.za
- POST 21/80** : **DEPUTY DIRECTOR: COMPLIANCE RISK & PERFORMANCE REF NO: COGTA: 08/05/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11)
: Head Office / Bhisho
: National Senior Certificate plus a three-year undergraduate qualification (NQF Level 6/7) as recognised by SAQA in Supply Chain Management/ Finance/ Auditing related qualification. Three (3) to five (5) years' related experience at Assistant Director level. Microsoft Power Suite (Excel, word, and PowerPoint). Drivers licence code B or above. Competencies: Communication skills, Writing and Presentation Skills, Stakeholder Management Skills, Knowledge understanding and application of the following prescripts. Public Finance Management Act, National Treasury Regulations, Preferred Procurement Regulations, Supply Chain Management Reforms and methodologies in Supply Chain Management. Sound organizational skills, High level of reliability, Computer literacy (MS Word, Excel & Power Point). Ability to do research and analyse documents and situations, good grooming and presentation, Self-management and motivation, Knowledge of Supply Chain Management Legislations, Basic Knowledge on Financial Administration is an added advantage.
- DUTIES** : Manage monitoring of compliance or adherence with supply chain management legislation on procurement transactions. Manage facilitation of SCM Risk Assessment, advise on possible internal controls to mitigate.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/81** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO. COGTA: 09/05/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11)
: OR Tambo District Support Centre
: National Senior Certificate plus an undergraduate qualification (NQF level 6/7) in Public Management / Administration Planning / Development Management. Three (3) to five (5) years working experience as an Assistant Director in an Intergovernmental Relations related environment or equivalent. Computer Literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook, Presentation, Communication (verbal and written etc.). Valid Code 8 Drivers' Licence. Competencies: Presentation, Communication (verbal and written) and report writing skills.
- DUTIES** : Promote and facilitate intergovernmental relations as well as municipal international relations (twinning arrangements) where applicable. Monitor and coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion of Arrangements / Memorandum of Understanding between municipalities, sector departments and other relevant stakeholders within the context of the District Development Model (DDM). Manage and coordinate district/regional intergovernmental structures. Ensure compliance with the Local Government Municipal Structures Act (Act No.117 of 1998) and the Local Government Municipal System Act No.32 Of 2000. Facilitate the development, consolidation, and submission of written reports. Responsibility for efficient Management of the sub-Directorate, including the effective utilisation and the training of staff, Maintenance of discipline and promotion of sound labour relations and proper use of state property.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/82 : **DEPUTY DIRECTOR: CORPORATE MANAGEMENT & SUPPORT SERVICES REF NO: COGTA: 10/05/2024**

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : Chris Hani District Support Centre
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF level 6/7) in Public Administration / Public Management. Three (3) to five (5) years working experience as an Assistant Director in a Public Administration / Local Government and environment. Computer Literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook, Presentation, Communication (verbal and written etc.). Valid Code 8 Drivers' Licence. Competencies: Presentation, Communication (verbal and written) and report writing skills.

DUTIES : Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities / clients. Coordinate all departmental and sector programmes in the district related to Municipalities and Traditional Leadership Institutions. Manage the personnel and facilitate the process of Performance Management Development System. Facilitate the development, consolidation and submission of monthly, quarterly, and annual reports including development and consolidation of annual performance plan and operational plans. Responsible for efficient management of the District Support Centre, including the effective utilisation and training of staff, maintenance of discipline and promotion of sound labour relations and proper use of stage property. Manage the proper utilisation of budget within the District Support Centre. Support the implementation of Public Service Act and regulations of 1994, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework, SITA and other relevant Legislations and mandates that are relevant to the department also governing local government and traditional institutions.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/83 : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL ADVISORY SERVICES REF NO: COGTA: 11/05/2024**

SALARY : R556 336 – R1 314 666 per annum, (OSD)
CENTRE : Head Office / Bhisho
REQUIREMENTS : National Senior Certificate plus Four (4) year degree in Law (LLB/Proc). Eight (8) years appropriate post qualification legal experience. Admission as attorney or advocate of the High Court of South Africa. Computer Literacy (i.e. Ms Excel, Ms PowerPoint, and Ms Outlook. Valid Code 8 Driver's Licence. Qualification in compliance management will be an added advantage. Competencies: Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Experience in litigation management. Experience in compliance management. Job related knowledge: Knowledge of the various pieces of legislation administered by the Department. Knowledge of South African Law. Knowledge of Departmental Policies and Procedures. Ability to apply the law to a set of facts. Knowledge of performance management. Job related skills: Ability to research the law. Legal interpretation skills. Communication skills (verbal and written). Excellent drafting and writing skills. Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills and Interpersonal skills. A valid driver's licence.

DUTIES : Attend to all litigation matters involving the department in accordance with the applicable legal prescripts. Vet, comment, and certify policies, contracts, and agreements. Conduct research and provide legal opinions and general legal advice. Attend to legislation development processes (workshops, consultations, public hearings, drafting a bill). Coordinate meetings of compliance coordinators' forum to monitor compliance. Raise awareness on latest legislative developments and conduct legislation advocacy sessions.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/84 : **VALUER: VALUATION SERVICES REF NO: COGTA: 12/05/2024**

SALARY : R444 036 – R532 602 per annum (level 09)
CENTRE : Head Office / Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate plus, an undergraduate qualification (NQF Level 6) in Real Estate (Property Valuations). Three (3) to five (5) years' working experience as Candidate Valuer in the Property Valuation environment. Registered as Candidate Valuer with South African Council for Property Valuers (SACPVP). Microsoft Office Application, Ms Excel, Project and Power-Point. Valid Driver's licence Code 8. Registration as a Professional Associated Valuer will be an advantage. Competencies: Knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended (MPRA) and Property Regulations. Knowledge and understanding of professional ethics as a Valuer. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Computer skills and problem-solving skills.
<u>DUTIES</u>	:	Monitor and guide on compliance and implementation of the Local Government: Municipal Property Rates Act, 2004 as amended (MPRA) by the municipalities. Assist in the preparation of Directorate budget, annual performance, and operational plans.
<u>ENQUIRIES</u>	:	Ms N. Mabusela at (071) 689 6162 for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/85</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: COGTA 13/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 – R532 502 per annum (Level 09) Head Office Bhisho
<u>DUTIES</u>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Management Services, Work Study, Production Management, and Industrial Psychology. Three (3) to Five (5) years' experience at a supervisory salary level 7/8 in the field of Organisational Development. Computer literacy. Valid driver's License Code 8. A Job Evaluation Certificate will be an added advantage. Knowledge: Constitution of the Republic of South Africa (1996). Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Public Service Regulations 2016. Amended 2015 Directive on changes to Organisational Structures. Competencies: Job Evaluation Principles. Organisational Design Tool Kit. Principles of organisational Development. Project management principles. Strategic management principles. Performance management principles. Diversity management principles. Skills: Research, Report writing, Negotiation, Interpersonal relations, Communication, Computer literacy, Analysing, Conflict management, Presentation, Working in a team. Facilitate development of Service Delivery Model: Conduct service delivery impact assessment. Identify service delivery gaps. Conduct research on service delivery best practices. Recommend service delivery model to top management. Conduct Organisational Development Investigations: Evaluate work processes. Design workflow. Conduct efficiency / work-study investigations i.e. method studies and work measurement. Analyse obtained information and form conclusions. Benchmark with other Departments. Obtain approval and assist with implementation. Render organisational development Services. Conduct Job Evaluation Services: Identify jobs to be evaluated. Consult job incumbents to be evaluated. Conduct interviews with job incumbents. Develop job descriptions. Analyse information provided by post incumbents. Capture jobs on the Evaluate system. Present jobs to the CJEQAC and CJEP. Monitor the implementation of the approved results. Develop job descriptions. Implement and administer Service Excellence programmes: Facilitate development of Business Process Mapping. Facilitate development and review of Standard Operating Procedures. Facilitate the process of the development and review of service standards and service delivery improvement plans. Facilitate development of Service Delivery Charter. Conduct the customer satisfaction survey for the department and implement relevant strategies based on the results of the survey. Facilitate the process of the development and review of service standards and service delivery improvement plans. Monitor and evaluate the effectiveness of the departmental service excellence programs. Conduct research and interaction with experts in the field to stay abreast with most recent developments in the field. Advise management on the value of Service Excellence programmes and services. Establish appropriate departmental forums and participate and promote participation in inter-departmental forums. Facilitate the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives:

Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/86** : **ASSISTANT DIRECTOR: URBAN AND SMALL-TOWN DEVELOPMENT REF NO: COGTA 14/05/2024 (X2 POSTS)**
- SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)
: Chris Hani District Support Centre
: Alfred Nzo District Support Centre
- REQUIREMENTS** : National Senior Certificate plus undergraduate qualification (NQF Level 6) in Economic/ Development Studies/ Public Management or related field. Three (3) – Five (5) years' experience at a supervisory salary level 7/8 in Local Economic Development or related field. Ms Word, Excel Power-point Ms Outlook, and Ms Project. Code 08 Drivers licence. Town and Regional Planning qualification will be an added advantage. Competencies: Project conceptualisation, planning and management. Report and correspondence writing skills, development of project concept documents, Development of budgets and management of cashflows. Proven presentation skills.
- DUTIES** : Coordinate the roll-out implementation of public employment programme (Expanded Public Works Programme and Community Work Programme). Support Public employment participants to establish cooperatives. Coordinate initiatives targeting the reiteration of small towns and urban areas. Coordinate the implementation of the Provincial Small Town Development Framework. Lobby and coordinate strategic stakeholders towards contributing to initiatives that are targeted at the revitalisation of small towns.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/87** : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: COGTA 15/05/2024**
- SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)
: Head Office /Bhisho
- REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Communication, Journalism or Public Relations. Three (3) to five (5) years working experience at a supervisory salary level 7/8 in Corporate Communication environment. Three (3) years working as a Principal Communication Officer or equivalent ranks. Experience in Local Government Communication System, photography, media liaison, news gathering, writing and social media management. Proficient knowledge of Microsoft packages Ms Word, PowerPoint, Publisher, Excel, and Outlook. Code 8 Drivers Licence. Must be prepared to travel throughout the province even on weekends and public holidays. Desktop publishing skills. Registration with Professional Bodies will be added advantage. Competencies: Presentation skills, Photography, Newsgathering and writing, Media liaison, Computer literacy, Proficiency in IsiXhosa and English, Digital and Social media skills, Knowledge of online design tools.
- DUTIES** : Promote the effective implementation of the Local Government Communication System in Municipalities and Traditional Leadership Institutions. Gather, write, and edit news articles for internal, external newsletter and any other departmental publications. Update Social and Electronic Media platforms. Render translation services as and when required. Advise management on new media and communication trends. Render photographic and online services during departmental and government events. Responsible for efficient management of staff including training, maintenance of discipline, promotion of sound labour relations and proper use of state property.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162

for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/88 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: COGTA 16/05/2024**
(Re-Advertisement)

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate plus, an undergraduate qualification (NQF level 6) in Security Management / Policing / Law. Three (3) to five (5) years relevant experience in security management / services at a supervisory (salary level 7/8 or equivalent). Ms Office and Presentation skills. Valid driver's licence EB-code 8. Experience in local government environment (Security Management / Services) will be an added advantage. Competencies: Sound knowledge of security administration field. Knowledge of POPIA, MISS and MPSS. Contract management of private security. Investigation skills at all levels. Computer literacy. Presentation skills.

DUTIES : Assist to manage, develop, implement, align, and review information security policy and procedures. Ensure that information Security Audit / Appraisal are conducted at regular intervals. Conduct after hour inspections (office security). Assist to manage, develop, implement, align, and review document security procedures and systems. Facilitate the implementation of proper classification system applying category of information system. Facilitate implementation of classification system by the security committee. Assist to manage, develop, implement, and review shredding procedures and processes. Develop and implement the shredding procedures, to manage the spoilage and wastages of sensitive materials. Implement audit improvement plan to address to audit finding. Liaising with Law Enforcement Agencies such as SSA & SAPS.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/89 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: COGTA 17/05/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate plus undergraduate qualification (NQF level 6) in Internal Auditing. Three (3) to Five (5) years working experience at a supervisory level 7/8. Professional Registration with IIA. Computer Literacy (with knowledge of Excel, PowerPoint, Word, Teammate Audit Software, and Internet). Valid Code 8 driver's license. Knowledge of CIA, IAT, PIA AND CCSA will be an added advantage. Competencies: Good Communication Skills, Persuasive Skills, and People Management skills.

DUTIES : Planning of audit projects and conduct preliminary survey for audits. Review audit working papers on reported points. Review audit reporting points and compile a report. Review audit files of each project. Attend to administration matters.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/90 : **ASSISTANT DIRECTOR: GENDER FOCUL PERSON: SPECIAL PROGRAMMES UNIT REF NO: COGTA 18/05/2024**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate plus, an undergraduate qualification (NQF Level 6) in Development Studies / Public Administration / Public Management. Three (3) to Five (5) years at supervisory level 7/8 in gender or vulnerable group space. In-depth understanding and broad knowledge of the mandate / role of special programmes. Knowledge of international, regional, and national gender instruments. Ability to analyse and apply gender lens in departmental plans and programmes. Must demonstrate clear understanding of partnership and stakeholder management. Have a clear understanding of government planning process, PFMA and PMDS. Demonstrate good presentation skills. Willingness to drive long hours. Computer literacy programmes thorough knowledge of Microsoft Office and Publisher. Valid code 8 Driver's licence. Working in the Gender space or Special Programmes field will be an added advantage. Competencies: Development and operational effectiveness, good people skill

- and teamwork, results oriented, self-starter, presentation, and communication skills.
- DUTIES** : Implementation of gender centred approach in policy, programme, and project development in the department. Advise and support the department and municipalities on all matters pertaining to gender inclusion, empowerment, development, and responsive planning & budgeting. Facilitate gender balance in development plans of Traditional Council. Monitor, analyse and evaluate gender mainstreaming in departmental programs. Liaise with provincial, national, international gender machineries and other relevant stakeholders. Compile Reports.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/91** : **ASSISTANT DIRECTOR: YOUTH FOCAL PERSON: SPECIAL PROGRAMMES UNIT REF NO: COGTA 19/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Head Office Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Admin / Public Management / Development Studies / Youth Studies. Three (3) to Five (5) years' experience at supervisory level 7/8 in Youth Development or in Special Programmes space. Thorough knowledge of youth legislative frameworks and relevant instruments. Knowledge of Microsoft Office package. Code 8 valid driver's licence is essential. Knowledge of operational planning will be an added advantage. Competencies: Presentation, Communication, Interpersonal, Negotiation, Decision making, Computer literacy and Problem solving.
- DUTIES** : Provide inputs towards the development of departmental policies, strategies & guidelines to promote youth mainstreaming, empowerment, and development. Conduct youth analysis to identify gaps and opportunities for targeted interventions as well as review and provide input into the design of program activities, ensuring they are youth responsive and inclusive. Initiate and facilitate implementation of youth mainstreaming developmental programmes and project as articulated in national and provincial strategic documents. Support municipalities to develop youth policies, monitor youth mainstreaming and implementation of youth strategies. Develop monitoring and evaluation systems for youth mainstreaming and implementation programmes in the department. Conduct advocacy programmes on youth development Programmes. Prepare and submit quarterly reports on youth programmes.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/92** : **OFFICE MANAGER: OFFICE OF THE CHAIRPERSON: PROVINCIAL HOUSE OF TRADITIONAL & KHOISAN LEADERS REF NO: COGTA 20/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Head Office Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management / Office Management / Business Management or relevant equivalent qualification. Three (3) to five (5) years working experience in office administration or as a personal assistant. Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, and Internet. Valid Code 08 driver's license. Experience and exposure to a Traditional Leadership Institution environment will be an added advantage. Competencies: Knowledge of budget process. Good written and verbal communication skills. Communication Skills. Leadership skills. Customer service skills. organisational skills. presentation skills.
- DUTIES** : Organising meetings on behalf of the Chairperson. Ensure effective document management and correspondence flow within the office of the Chairperson. Establish, implement, and maintain effective records management system within the office of the Chairperson. Oversee administration of the office of the chairperson. Provide secretariat service for all meetings Chaired by the Chairperson. Manage and oversee logistics within the office of the Chairperson. Manage the budget of the Chairperson office. Manage resources in the office of the Chairperson: Physical, financial, and human. Effective and efficient stakeholder engagements on behalf of the Chairperson.

- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/93** : **ASSISTANT DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA 21/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: OR Tambo District Support Centre
: National Senior Certificate plus, an undergraduate qualification (NQF Level 6) in Accounting/Financial Administration/Financial Management and Auditing. Three (3) to five (5) years working experience at supervisory level in the financial management field. Ms Word, Ms Excel, Ms PowerPoint, and Ms Outlook. Valid Code 8 Drivers' licence.
- DUTIES** : Monitor and assist municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy, and corresponding by-laws. Collect and collate information on billing and collection levels. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
for e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/94** : **ASSISTANT DIRECTOR: LAND USE MANAGEMENT AND ADMINISTRATION REF NO: COGTA 22/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)
: Sarah Baartman District Support Centre
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Development Studies / Town Planning and Public Administration or equivalent qualification. Three (3) to Five (5) years' working experience in Land Use Management and Administration. Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Valid Code 8 Drivers' Licence. Competencies: Excellent communication skills. Computer skills. Financial management. Ability to interpret and advise on SPLUMA and land related matters. Willing to work under pressure. Ability to work in a team and resolve conflict. Willing to travel.
- DUTIES** : Monitor and support municipalities to ensure effective Land Use Management and Administration in line with Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) and other relevant land related legislations. Manage and motivate allocated resources to ensure that they align and realise the Directorates objectives and the Departmental goals. Assist in capacitating municipalities to administer land use management in line with SPLUMA. Assist in managing and controlling budget/ cash flow of the respective District in line with financial prescript, Public Financial Management Act ,1 of 1999 (PFMA). Support the Directorate to identify, analyse and resolve risks.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/95** : **SENIOR STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: COGTA 23/05/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)
: Head Office Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF level 6) in Commerce/Accounting/Financial Management. Two (2) years' experience at Supervisory Level 7- or 4 years' experience at Salary Level 6 at Finance or Payments environment. Knowledge of Basic Accounting System (BAS) and LOGIS. Computer skills (MS Word & Excel) Competencies: Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable Circulars/instruction Notes/practice Notes, Determinations, Financial policies, and Procedures.
- DUTIES** : Payment of Creditors/Suppliers within 30 days in compliance with Sec. 38(1)(f) of the PFMA and Treasury Regulations Sec 8.2.3 by Checking and Authorising payments both manually and on the system (BAS and LOGIS). Compile and update payment tool on a weekly basis for the compilation of Instruction Note 34 to be submitted to Treasury on a monthly basis. Monthly performance of

Creditor's Reconciliation and compilation of Accrual and Payable returns. Revenue Management - ensure that all receipts are compiled, captured/authorised and day-ended on BAS and all monies collected are deposited into the bank account of the Department. Staff supervision, give guidance and training in work related matters and monitoring of exceptions (Payments & Revenue) and rectification thereof.

- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/96** : **SENIOR ADMIN OFFICER: URBAN DEVELOPMENT & SMALL - TOWN DEVELOPMENT REF NO: COGTA 24/05/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)
: Joe Gqabi District Municipality
: National Senior Certificate plus an undergraduate qualification (NQF level 6) in Economics/Developmental Studies/Public Management or related field. One (1) to Two (2) years working experience at supervisory Salary Level 7- or 4-years' experience on Salary Level 06 in related field. Valid Code 8 Drivers Licence. Project Management will be an added advantage. Competencies: Microsoft Word, Ms Excel, Power Point, Outlook Project Management and Office Management skills.
- DUTIES** : To render office support and practice within Urban and Small-Town Development. Monitor and support the implementation of EPWP. Provide support to promote Small Town in development programmes. Provide administration support maintaining and monitor the implementation of CWP. To render office support within the MBDS Chief Director in relation to; Administration process (logistics, filling documents, minutes taking, liaison activities, report writing, coordinate and compilation of Urban and Small-Town Development monthly, quarterly, and annual reports). Furthermore, coordinate the implementation of EPWP including monitoring work conducted, report work achieved on the EPWP system and the processing of wages for participants.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/97** : **PRINCIPAL COMMUNICATION OFFICER: CORPORATE COMMUNICATION REF NO: COGTA 25/05/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)
: Head Office Bhisho
: National Senior Certificate plus undergraduate qualification (NQF Level 6) in Communication, Journalism or Public Relations. One (1) to two (2) years working experience on supervisory Salary Level 7- or 4-years' experience on Salary Level 06 in Corporate Communication environment with experience in photography, media liaison, newsgathering, writing and social media skills. Proficient knowledge of Microsoft packages Ms word, PowerPoint, Publisher, Excel and Outlook. Valid Code 8 Drivers Licence. Must be prepared to travel throughout the province even on weekends and public holidays. Desktop publishing skills. Registration with Professional Bodies will be an added advantage. Competencies: Photography, Newsgathering and writing. Online media monitoring and analysis. Media liaison. Computer literacy. Proficiency in IsiXhosa and English. Digital and Social Media skills. Knowledge of online design tools.
- DUTIES** : Gather and write news articles for internal, external newsletter and any other departmental publications. Render translation services as and when required. Perform daily, weekly, and monthly online media monitoring and analysis services. Create an electronic archive of photographs, media content and products. Advise management on new media and communication trends. Render photographic and online services during departmental and government events. Safe keeping and handling of departmental promotional material and assets. Perform administrative duties.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/98** : **COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA 26/05/2024**
- SALARY** : R376 413 – R443 403 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Developmental Studies, Social Sciences in Community Development. One (1) to Two (2) years working experience on supervisory Salary Level 7- or 4-years' experience on Salary Level 06 in community/rural development environment, community planning & facilitation or relevant field. Ms Word, Ms Excel, Ms PowerPoint. Valid code 8 drivers' licence (must be able to drive). Three (3) years' experience at Salary Level 7 and Rural Development experience will be an added advantage. Competencies: In-depth knowledge of role/mandate of traditional leaders in community development as per relevant legislation. Communication Skills. Presentation skills. Facilitation skills. Excellent report writing.
<u>DUTIES</u>	:	Facilitate the involvement of Traditional Leaders in development initiatives. Facilitate promotion co-operative relations with developmental partners, Municipalities & Government Departments. Facilitate establishment of partnerships between traditional leadership institution & government departments, municipalities, non-governmental organizations and private sector for the development of traditional communities. Facilitate and coordinate trainings for developmental programs in Traditional communities. Facilitate formulation of Development Plans for Traditional Councils. Facilitate the involvement of donors in traditional community development. Compile written reports. Understanding of government planning and budgeting.
<u>ENQUIRIES</u>	:	Ms N Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/99</u>	:	<u>PRINCIPAL COMMUNICATION OFFICER: PROVINCIAL HOUSE SECRETARIAT SUPPORT REF NO: COGTA 27/08/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 – R443 403 per annum (Level 08)
	:	Head Office Bhisho
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Communication, Journalism, Public Relations, or Marketing. One (1) to Two (2) years working experience on supervisory Salary Level 7- or 4-years' experience on Salary Level 06 within communication environment. Microsoft Word, PowerPoint, Excel, and Internet. Valid Code 8 Drivers Licence. Competencies: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing (proficiency in IsiXhosa and English). Experience in Project Management. Sound interpersonal and teamwork skills are essential. Experience in events co-ordination and management. Experience in photography and journalistic writing skills.
<u>DUTIES</u>	:	Develop a communication plan for all House events and programs. Liaise with internal and external stakeholders' media for purposes of marketing House events and programs. Update and upload information in the House webpage. Write news articles for internal, external and any other departmental publication. Render photography, and branding services during House events. Safe keeping and handling of House's property and equipment. Organize events of the Provincial House. Perform daily, weekly, and monthly media monitoring and analysis services. Develop and maintain social media platforms. Advise management on new communication approaches and trends.
<u>ENQUIRIES</u>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/100</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: EMPLOYEE WELLNESS REF NO: COGTA 28/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 – R443 403 per annum (Level 08)
	:	Head Office Bhisho
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Safety Management or equivalent qualification. One (1) to two (2) years working experience on supervisory Salary Level 7- or 4-years' experience on Salary Level 06 in Occupational Health and Safety Management. Microsoft Office. Valid Code 8 Drivers Licence. SAMTRAC will be an added advantage. Competencies: Knowledge of OHS and COID prescripts, legislation, procedures, and processes. Research and analytical skills; Communication skills (written and verbal), Ability to access and utilize computer research programs; Planning and Organising, Accuracy and attention to detail,

- Interpersonal Skills, Problem solving skills, ability to work under pressure, ability to work independently and Language proficiency.
- DUTIES** : Develop, implement, and maintain all programs related to health and safety in the company to ensure compliance with all statutory requirements and achieve certification. Coordinate hazard identification and risk assessment for the department. Ensure the risk register and risk assessment are reviewed and updated. Conduct quarterly OHS audits for the department to ensure deviations are resolved for all audits. Facilitate the management of injury on duty, liaising with the department of Employment and Labour and other relevant stakeholders. Identify all health and safety training needs and schedule this training liaising with HRD to ensure training records are maintained. Facilitate the sitting of OHS Committee, manage the requirements of the First Aiders and Fire Marshals. Coordination and manage communication on OHS in the department and by distributing IEC materials on personal hygiene. Take the lead in all workplace incident/ accident investigations. Perform any other work-related duties and responsibilities that may be assigned by management from time-to-time.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/101** : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: COGTA 29/05/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)
: Head Office Bhishe
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Human Resource Management / Labour Law or qualification in the related field. One (1) to Two (2) years' working experience at supervisory Salary Level 7- or 4-years' experience at Salary Level 06 in Labour Relations. Microsoft Word, PowerPoint, Excel Microsoft outlook. Valid Code 8 Drivers' Licence. Competencies: Presentation skills, Interpersonal skills, Conflict resolution capabilities and confidentiality and Data Capturing. Knowledge of PERSAL, Public Service Act, Public Service Regulations Act, Labour Relations Act, PSCBC & GPSSBC resolutions, Basic Conditions of Employment Act, Public Finance Management Act and Employment Act.
- DUTIES** : Facilitate and render training and workshops on labour relations. Facilitate proper administration of discipline and grievance procedures. Render advisory services to supervisors and employees to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of discipline, dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Compilation of monthly and quarterly reports.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
- POST 21/102** : **SENIOR ADMIN OFFICER: MUNICIPAL CAPACITY BUILDING REF NO: COGTA 30/05/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)
: Head Office / Bhishe
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management / Human Resource Management / Legal Qualification. One (1) to two (2) years' working experience in the public service. Computer literacy and competency of Ms Word, Ms Excel, Ms PowerPoint, and Ms Outlook. Valid Code 8 Driver's Licence. Relevant experience in Labour Relations or Human Resource Management will be an added advantage. Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
- DUTIES** : Provide support and administration to the directorate. Coordinate, support, and provide assistance to the District Support Centres for capacity building interventions. Administer all information regarding the support in HRP of Municipalities. Provide office assistance in compiling all Labour Related matters. Submit all recruitment of municipal senior managers and waiver documents.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162

e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/103 : **PROVISIONING ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT (LOGIS SYSTEM) REF NO: COGTA 31/05/2024**
Re-advertisement

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF level 6) in Finance/Logistics/Financial Information System or any other related qualification with relevant experience as a Syscon or Logis Training environment. One (1) to Two (2) years' working experience in SCM. Valid Code 8 Driver's Licence. Competencies: Knowledge of the PFMA, Treasury Regulation, Framework for Supply Chain Management, PPPFA and other relevant transversal systems (e.g., Logis, BAS) will serve as an advantage. Logis system controllers' certificate, good leadership, and communication (verbal and written) skills. Presentation and Budgeting Skills. Computer Literacy.

DUTIES : Act as Logis Systems Controller. Create Logis Infrastructure. Manage user accounts. Provide technical assistance to cost centres, SCM, Finance. Draw reports and interpret financial data. Create contract information and link to ICN and Logis supplier number. Develop Logis training needs. Provide one and one mentoring to all Logis users. Identify Logis Systems security risks and provide deterrents if possible. Prepare and submit monthly and quarterly reports to Director SCM, CFO and Provincial Treasury on user accounts.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/104 : **ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT (BID ADMINISTRATION) BHISHO REF NO: COGTA 32/05/2024**

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Supply Chain Management / Finance relevant qualification. Two (2) years working experience in Supply Chain Management environment. Knowledge of tender committee duties. Microsoft Power Suit (Excel, word, and PowerPoint). Valid Code 8 Driver's licence. CIPS Membership will be an added advantage. Competences: Report writing and listening skills. Computer Literacy (Ms Word, Excel & PowerPoint). Ability to work effectively with officials across all levels within the Department. Good teamwork skills. Excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and e-mail etiquette. Knowledge and understanding of PFMA, PPPFA and all applicable legislation as well as their application in the work environment. Good financial management and presentation skills. Understanding of the Supply Chain Management process and policies.

DUTIES : Access compliance with the SCM legislation requirements on all procurement transaction. Assists facilitate SCM Risk Assessment, advise on possible internal controls to mitigate the identified risks and monitor the implementation and maintenance of the actions. Report on Supply Chain Management Performance. Report on deviations or transactions sourced in any other ways and maintain the relevant register. Assist in gathering information and responding to audit queries. Willing to work irregular hours.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/105 : **PERSONAL ASSISTANT: STRATEGIC MANAGEMENT, COMMUNICATION & INFORMATION SERVICES REF NO: COGTA 33/05/2024**
Re-advertisement

SALARY : R308 154 – R362 994 per annum (Level 07)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management / Internal Audit / Office Management / Management. One (1) to two (2) years working experience in administration within Strategic Planning / Monitoring & Evaluation. Computer literacy (Ms Word, Excel, PowerPoint, and Outlook. Experience within strategic

		planning / monitoring & evaluation in Local Government will be an added advantage. Competencies: Analytical skills, Report writing, Presentation skills, Proficient knowledge of Microsoft packages, Time Management, Interpersonal Skills and Communication. Proficiency in English, Organizational and Office planning skills, Ability to operate other office equipment and customer service abilities.
<u>DUTIES</u>	:	Facilitate the smooth running of the Chief Director's Office. Facilitate the availability of all office records. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by Chief Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Arrange travel and accommodation for the Chief Director. Procurement of office supplies, stationery, cleaning material.
<u>ENQUIRES</u>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/106</u>	:	<u>INTERNAL AUDITORS: INTERNAL AUDIT REF NO: COGTA 34/05/2024 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994.per annum (Level 07)
	:	Head Office / Bhisho
	:	National Senior Certificate plus an undergraduate qualification bachelor's degree (NQF level 6) in Internal Auditing. One (1) to two (2) years working experience. Professional Registration with IIA. Computer literacy programmes must possess the following skills (Knowledge of MS Word, Excel, PowerPoint, Teammate Audit Software and Internet). Valid driver's license. Knowledge of CIA, IAT, PIA and CCSA an added advantage. Competencies: Good communication skills, analytical, problem-solving persuasive skills, and people management skills. Microsoft Office Suite (especially Excel, Word, and PowerPoint) Teammate.
<u>DUTIES</u>	:	Payment of Creditors/Suppliers within 30 days in compliance with Sec.38(1)(f) of the PFMA and Treasury Regulations Sec 8.2.3 of Checking and Authorisation of payments both manually and on the system (BAS and LOGIS) to ensure that suppliers are paid within 30 days from the receipt date of the invoices as required by section 38(1)(f) of the PFMA and 8.2.3 of Treasury Regulations. To ensure that Revenue is collected and allocated correctly by ensuring that all receipts are captured, day-ended, confirmed on BAS. All monies collected are deposited into the bank account of the Department and paid over monthly to Provincial Treasury. Ensure that Creditors Reconciliation is performed on a monthly basis. Attend and prompt replier to Audit quires raised for both sections (Payments & Revenue). Supervision of staff and give training/guidance on work related matters.
<u>ENQUIRES</u>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/107</u>	:	<u>PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: COGTA 35/05/2024 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07)
	:	Head Office Bhisho
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6). Two (2) years working experience as a Senior Admin Clerk or equivalent at Asset Management. Microsoft Power Suit (Excel, word, and PowerPoint). Valid Code 8 Driver's licence. Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes PFMA etc will be an added advantage. Competences: Ability to work with people and under pressure.
<u>DUTIES</u>	:	Assist in maintenance of asset and loss register for the department. Conduct asset verification annually. Manage and maintain the departmental assets. Perform administrative functions. Supervision of personnel.
<u>ENQUIRIES</u>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/108</u>	:	<u>COMMUNITY DEVELOPMENT WORKERS (CDWS) MUNICIPAL PUBLIC PARTICIPATION (X16 POSTS)</u> Re-Advertisement
<u>SALARY</u>	:	R255 450 - R300 912 per annum (Level 06)

- : Ingquza Hill Local Municipality: Ward 4, Ward 14 & Ward 30 Ref No: COGTA 36/05/2024 (X3 Posts)
- : Intsika Yethu Local Municipality: Ward 2 & Ward 16 Ref No: COGTA 37/05/2024 (X2 Posts)
- Umzimvubu Local Municipality: Ward 3 & Ward 7 Ref No: COGTA 38/05/2024 (X2 Posts)
- Buffalo City Metro Ward 22 & Ward 50 Ref No: COGTA 39/05/2024 (X2 Posts)
- Enoch Mgijima Local Municipality: Ward 5 Ref No: COGTA 40/05/2024
- Mbizana Local Municipality: Ward-5 Ref No: COGTA 41/05/2024
- Koukama Local Municipality: Ward-5 Ref No: COGTA 42/05/2024
- Nyandeni Local Municipality: Ward-19 Ref No: COGTA 43/05/2024
- Cacadu: Nelson Mandela Bay Metro Ref No: COGTA 44/05/2024 (X2 Posts)
- Elundini Local Municipality Ref No: COGTA 45/05/2024

REQUIREMENTS

- : National Senior Certificate plus National Higher Certificate/Diploma (NQF Level 5). One (1) to Two (2) years relevant experience. Code 8 driver's license. Computer literacy. Competencies: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation. Personal Attributes: self – motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers' licence.

DUTIES

- : Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improve integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community- based workers. Promote the principles of Batho Pele and community participation. Alert communities and other services providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

ENQUIRIES

- : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/109

- : **RECEPTIONIST: DISASTER MANAGEMENT AND FIRE SERVICES REF NO: COGTA 46/05/2024**

SALARY CENTRE REQUIREMENTS

- : R216 417 – R254 928 per annum (Level 05)
- : Head Office Bhisho
- : National Senior Certificate plus National Higher Certificate/ Diploma (NQF Level 5) with no experience. Microsoft word, Excell, Typing. Valid Code 8 Drivers Licence. Familiarity with Multi-Telephone System will be an added

		advantage. Competencies: Communication Skills. Customer service oriented. Problem solving Skills. Organising abilities. Interpersonal Skills. Multitasking.
<u>DUTIES</u>	:	Serves and welcome visitors. Notify personnel of visitor arrival. Taking Messages to appropriate staff. Direct visitors by maintaining employee directories. Handling queries. Maintains security. Maintain telecommunications system. Overseeing office services.
<u>ENQUIRIES</u>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/110</u>	:	<u>SENIOR ADMIN CLERKS TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION (X3 POSTS)</u> Re-advertisement
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05)
	:	Maluti Region: Hlubi Traditional Council & Makhoba Traditional Council Ref No: COGTA 47/04/2024 (X2 Posts)
	:	Dalindyebo Region: Gcuwa Traditional Council, Nqanda Traditional Council & Baziya Traditional Council Ref No: COGTA 48/05/2024 (X3 Posts)
	:	Western Thembuland Region: Qwebeqwebe Traditional Council Ref No: COGTA 49/05/2024 (X1 Post)
	:	Rharhabe Region: Anta Traditional Council & Imingcangathelo Traditional Council Ref No: COGTA 50/05/2024 (X2 Posts)
	:	Gcaleka Region: Tyhali Traditional Council Ref No: COGTA 51/05/2024 (X1 Post)
	:	Nyandeni Region: Ncumbe Traditional Council Ref No: COGTA 52/05/2024 (X1 Post)
	:	Qaukeni Region: Bhala Traditional Council, Bomvini Traditional Council & Mtshayelo Traditional Council Ref No: COGTA 52/05/2024 (X3 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Higher Certificate/ Diploma (NQF Level 5) with no experience. Computer literacy Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook etc. Valid Code 8 Driver's License. Preference will be given to applicants residing in the area of jurisdiction of the Traditional Councils. Competencies: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus. Report writing skills, facilitation, and co-ordination.
<u>DUTIES</u>	:	Coordinate meetings between Traditional Council and other stakeholders. Coordinate Traditional Council meetings. Provide secretarial support in meetings of Traditional Councils. Promote cooperative governance between Traditional Council, Municipalities, and other stakeholders. Facilitate involvement of Traditional Councils in identification of community needs and involvement of traditional community in development or amendment of integrated development plan of the municipality under the jurisdiction of the Traditional Council. Facilitate participation of Traditional Council in development of policies and by-laws at local level. Facilitate and coordinate meetings of the Traditional Council with Traditional Community. Promote compliance by Traditional Leaders and Traditional Council members with all available pieces of legislation and policies. Manage finances including cash management of Traditional Council the funds, financial statements, monthly returns, vouchers for payment, compilation of estimates of revenue and expenditure. Manage records/documents of Traditional Councils.
<u>ENQUIRIES</u>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 21/111</u>	:	<u>SENIOR PERSONNEL OFFICERS: HUMAN RESOURCE MANAGEMENT CONDITIONS OF SERVICE REF NO. COGTA 54/05/2024 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 – R254 928 per annum (Level 05)
	:	Head Office Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Higher Certificate/Diploma NQF level 5 in HRM/ Public Admin/ Public Management or any other relevant qualification. Computer literacy, Introduction to PERSAL Certificate and Leave Management Certificate will be an added advantage.
<u>DUTIES</u>	:	Facilitate payment of Housing Allowance, S&T Claims, process pensions on PCM, capture leaves of absence on PERSAL, auditing of Attendance Registers, terminate employees on PERSAL System.
<u>ENQUIRIES</u>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/112 : **SENIOR ADMIN CLERK: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA 55/05/2024**

SALARY CENTRE REQUIREMENTS : R216 417 – R254 928 per annum (Level 05)
: Head Office Bhisho
: National Senior Certificate plus National Higher Certificate/Diploma NQF level 5 in Public Management/ Public Administration/Social Science or relevant qualification with no experience. Microsoft Word, Excel, email, BAS system, and PERSAL system. Competencies: Good interpersonal skills. Basic Communication skills (Verbal and Written). Knowledge of Traditional Leadership Institutions will be an added advantage. Good organizational skills and ability to maintain high level of confidentiality. Knowledge of Public Service Prescripts including PFMA and Treasury Regulations.

DUTIES : Compile claim forms, calculate and submit to the Supervisor. Compile list and capture claims on the System. Filing of claims documents. Assist in coordination of House programs/events.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/113 : **COMMITTEE CLERK: PROVINCIAL HOUSE SECRETARIAT SUPPORT REF NO: COGTA 56/05/2024**

SALARY CENTRE REQUIREMENTS : R216 417 – R254 928 per annum (Level 05)
: Bhisho
: National Senior Certificate plus National Higher Certificate/Diploma NQF level 5 with no experience. Computer Literacy programmes: Microsoft word, PowerPoint, Excel, email and internet. Code 8 Drivers license will be an added advantage. Competencies: Administrative skills, accuracy and attention to detail, good verbal and written communication, ability to work in a team, customer service excellence and report writing.

DUTIES : Arrange travelling and accommodation for the members of the committee and occasionally travel with the chairperson of the committee to render administrative support. Liaise with the chairperson of the committee and committee members in relation to the programs of the committee. Ensure on submission of claims on behalf of committee members. Minute taking in committee meetings, develop reports and action plans of the committee. Ensure implementation of action plans in line with the budget. Responsible for the sub directorate register and analyse expenditure patterns.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/114 : **RECEPTIONIST: PROVINCIAL HOUSE ADMIN REF NO: COGTA 57/05/2024**

SALARY CENTRE REQUIREMENTS : R216 417 – R254 928 per annum (Level 05)
: Head Office, Bhisho
: National Senior Certificate plus National Higher Certificate/Diploma NQF level 5 with no experience. Microsoft Office (i.e. Microsoft Word, Microsoft Excel, PowerPoint, Email, Internet). Valid Code 8 driver's license (will be an added advantage). Competencies: Customer service skills. Organisational skills.

DUTIES : Answering, screening phone calls and refer to relevant offices. Receive and attend to clients visiting the institution and direct clients to relevant office. Will be responsible for correspondence management of the institution. Perform clerical duties such as photocopying, faxing documents, maintain reception equipment and report malfunctions. Provide necessary administrative support when required.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/115 : **DRIVERS: FLEET MANAGEMENT REF NO: COGTA 58/05/2024 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R155 148 – R182 757 per annum (Level 03)
: Head Office, Bhisho
: Abet Level 4 or NQF level 1 – 3 with no experience. Valid Code 10 Drivers' Licence with PDP. Senior Certificate will be an added advantage.

DUTIES : Maintain accurate and up-to-date schedule trip sheets i.e. log official trips, daily mileage, fuel consumption. Perform daily trip and post-trip vehicle inspections to ensure that the vehicle is always in the best condition. Handle routine and ad-hoc administrative tasks relevant to the execution of the function. Collect, distribute, and control movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Ensure that minor/major vehicle maintenances are carried out.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 21/116 : **GROUNDNS MAN HOUSE ADMIN: PROVINCIAL HOUSE ADMINISTRATION
REF NO: COGTA 59/05/2024**

SALARY CENTRE REQUIREMENTS : R131 265 – R154 626 per annum (Level 02)
: Head Office, Bhisho
: Abet Level 4 or NQF level 1 – 3 with no experience. Competencies: Good Communication skills. Basic Communication skills. Basic cleaning skills.

DUTIES : Cleaning and maintenance of HTL Building. Collecting of refuse bags within the building. Lifting and moving of heavy such as office furniture. Assist in HTL events as directed by the supervisor. Cleaning of government vehicles allocated to HTL.

ENQUIRIES : Ms N. Mabusela at (071) 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS : Must be submitted using one of the following options: Post: The Recruitment Centre, Community Safety P/Bag X0057, Bisho 5605, OR Hand Deliver: The Department of Community Safety, Corner Independence Avenue & Circular Drive, Bhisho, ERF 5000 Building, 5605 OR use the provincial e-Recruitment System accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>, and/or www.ecprov.gov.za. The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. For any e-Recruitment enquiry, send an email with your ID Number, your Profile eMail Address and the Details of your issue to: erecruitment@safetyec.gov.za, should you send your CV to this eMail address, it will be regarded as lost and not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Applicants are encouraged to use the e-Recruitment System.

FOR ATTENTION CLOSING DATE NOTE : Ms B. Mndindwa or Ms L. Mazwi
: 01 July 2024. No late applications will be accepted
: 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. 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.

OTHER POSTS

POST 21/117 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DOCS 01/05/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Bisho
REQUIREMENTS : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Human Resource Management or Industrial Relations / Labour Law. A minimum of 3 years of relevant experience at supervisory level 7/8. PERSAL introduction and PERSAL in Labour Relations Sound knowledge of labour legislation and prescripts within Public Sector domain. competence: Sound Knowledge of LRA, BCEA, PSA, PSR, Collective Agreements and Policies in the Public Service. Sound conflict Management and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence is essential.

DUTIES : Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate or coordinate all grievances and complaints lodged by employees in the Department. Represent or coordinate the representation of the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council and Commission for Conciliation, Mediation and Arbitration. Attend Departmental Multi-Lateral Labour Forums in the Province and Department. Manage labour related information and records within the Department. Monitor precautionary suspensions and appeals in the Department. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters across the Department. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to the relevant structure of governance. Management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation, review, and the development of the Departmental labour related policies. Administer the appointment of Presiding Officers and Investigation Officers.

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

POST 21/118 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMNT REF NO: DOCS: 02/05/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Bisho
REQUIREMENTS : National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6/7) in Human Resource Management/ B Admin/ Public Management with at least 3 years relevant working experience in HRM at supervisory level or SL7/8. Successful completion of the PERSAL Controllers, PERSAL Establishment and Leve Administration Course. A valid Code 08 driving license is essential. Knowledge of Human Resource Management Governing Prescripts, PERSAL System Skills and Competencies: Human Resource Management Systems (PERSAL), Human Resource Records Management, Strategic Partner, Change Management, Administrative Partner, Employee Champion, People Management, Problem Solving.

<u>DUTIES</u>	:	Administer, recruitment, selection, and appointment process: Assist in the development of an Annual Recruitment Plan and facilitation of the advertisement of posts. Manage and provide professional advice to line functions on the Recruitment & Selection policies, systems, regulations, guidelines and other relevant prescripts. Manage the process of receiving of applications, recording and safe keeping of them. Provide secretariat services in recruitment and selection panels. Administer personnel suitability checks and facilitate competency assessments and advise management on outcomes. Administer confirmations of appointment and personnel utilization, mobility through transfers, translations in rank, promotions and secondments. Monitor PERSAL user access and provide support to users. Facilitate the registration of System Change control. Monitor faulty/rejected transactions to be implemented on PERSAL. Monitor the PERSAL exception reports. Perform reconciliation on the post establishment. Ensure the confirmation of vacant, funded and filled posts with the OD and People Acquisition. Create components and sub-components, abolish, and amend posts on PERSAL. Monitor the responsibility and objectives of information (costing) on the components. Monitor and maintain the post establishment and ensure alignment with organisational structure. Draft and consolidate monthly post establishment report and submit to Line Managers. Analyse PERSAL trends, prepare recommendations and present outcomes to Line Managers. Request different PERSAL reports (i.e. housing, qualification report, union report etc.) Manage the opening and closing of centralized PERSAL codes and also register and recommend SCCs for the Department. Monitor responsibility and objective information to ensure correct interference between PERSAL and BAS. Ensure the linking of correct responsibility, job titles and occupational categories. Ensure alignment between organisational structure, PERSAL establishment and cost of employee budget. Facilitate the processing of service Terminations: Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations. Facilitate the processing of Leave. Authorize Leave transactions. Reconcile leave files with PERSAL. Compile PILLAR reports and submit to Alexander Forbes. Communicate Alexander Forbes results to relevant officials. Facilitate the processing of Service benefits: Align Long service award list with PERSAL. Compile and submit the IOD document to the Department of Employment and Labour. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date. Ensure that there is proper filing system for the personnel registry. Manage the safe keeping and movement of employee personal files Facilitate and monitor HR Registry team and functions linked to HR Registry.
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa / Ms. L.Mazwi at 079 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za
<u>POST 21/119</u>	:	<u>STATE ACCOUNTANT: SALARIES REF NO: DOCS: 03/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Bhisho National Senior Certificate (NQF Level 4), Diploma (NQF Level 6) / Degree in Accounting/ Finance or equivalent with 1-2 years relevant experience in payroll and salaries. A valid Code 08 driving license is essential. Knowledge of government systems (BAS and PERSAL). Understanding of relevant government prescripts and financial administration processes (Public Finance Management Act and Treasury Regulations). Computer literacy. Good communication skills, Interpersonal skills and Customer care.
<u>DUTIES</u>	:	Perform monthly BAS- PERSAL reconciliation. Approving and authorizing all salary related allowances and deductions on PERSAL. Submission of all SARS related PAYE matters and returns, including e-Filing reconciliation. Management of payroll. Ensure that all pay-overs are posted to the relevant beneficiaries. Store all files and up to date record keeping safely; in accordance to set policies and procedures. Attend to salary related queries. Check and verify banking details before payment. Ensure record keeping and filing of salary related documents. Supervision of personnel.
<u>ENQUIRIES</u>	:	Ms. B. Mndindwa / Ms. L.Mazwi at 079 284 6709 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

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

APPLICATIONS : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system 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. 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 : 01 July 2024. No late applications will be accepted

NOTE : 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 21/120 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DEDEAT/2024/05/01**

SALARY : R849 702 – R1 000 908 per annum (Level 11)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, B-degree (NQF level 7) in Risk Management / Internal Audit/ Financial Accounting or equivalent qualification. 3 - 5 years relevant experience at ASD level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Eastern Cape Consumer Protection Act. Consumer Protection Act etc. Public Finance Management Act. Public Service Act, Treasury Regulations. A valid driver's license.

DUTIES : Manage, coordinate the provisioning SCM pre-audit transactions and compliance assurance practices, and supervision of vendor verification processes. Supervise expenditure pre-audit transactions. Develop and provide technical support to strengthen internal control measures. Participate in

		internal risk assessment processes. Supervise the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383
		For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: White Female/PWD
<u>POST 21/121</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDEAT/2024/05/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 – R1 000 908 per annum (Level 11)
	:	Bhisho
	:	National Senior Certificate, B Degree (NQF level 7) in Financial Management/ equivalent qualification. 3 - 5 years relevant experience at ASD level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Treasury Regulations. SCM Guidelines / Framework, Treasury Regulations. A valid driver's license.
<u>DUTIES</u>	:	Provide technical assistance with the development and maintenance of the departmental financial management system in line with legislative, treasury and generally accepted accounting standards. Manage and direct the processing of salary pay-over reconciliations and transactions. Manage and oversee the maintenance of the departmental financial management information system. Manage the administration of banking and reconciliation processes. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383
		For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: Coloured Female/PWD
<u>POST 21/122</u>	:	<u>DEPUTY DIRECTOR: INTERGRATED ECONOMIC DEVELOPMENT REF NO: DEDEAT/2024/05/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 – R1 000 908 per annum (Level 11)
	:	OR Tambo
	:	National Senior Certificate, B Degree (NQF level 7) in Economics, Business or Development Studies. 3-5 years relevant experience at ASD level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Computer literacy, Communication skills and corporate governance. A valid driver's license required.
<u>DUTIES</u>	:	Develop policies, guidelines, norms and standards. Manage the promotion and coordination of integrated economic development, and governance. Monitor and evaluate economic development activities, business regulation and governance. Ensure management of capacity building programmes. Facilitate promotion, protection and enforcement of consumer rights. Manage and perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383
		For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: African Female/PWD
<u>POST 21/123</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: COMPLIANCE AND ENFORCEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R580 551 – R664 095 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	OR Tambo Ref No: DEDEAT/2024/05/04
		Joe Gqabi Ref No: DEDEAT/2024/05/05
<u>REQUIREMENTS</u>	:	National Senior Certificate, 4-year (NQF level 7) degree or equivalent qualification in Natural Sciences/Environmental Management/ Nature

		Conservation/Environmental Law or related field. 6 years relevant experience. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation NEMA, NEMBA, Public Service Act, PFMA, Public Service Regulations. A valid driver's license required.
<u>DUTIES</u>	:	Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies, and guidelines. Plan, coordinate, and render Compliance Monitoring. Manage Compliance Enforcement operations. Manage compliance promotion / awareness. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: OR Tambo: African Male/PWD Employment Equity target: Joe Gqabi: White Female/PWD
<u>POST 21/124</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENFORCEMENT (X5 POSTS)</u>
<u>SALARY</u>	:	R472 812 – R654 252 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Chris Hani Ref No: DEDEAT/2024/05/06 (X3 Posts) Joe Gqabi Ref No: DEDEAT/2024/05/07 Sarah Baartman Ref No: DEDEAT/2024/05/08
<u>REQUIREMENTS</u>	:	National Senior Certificate, Relevant honours degree in Natural Sciences or relevant qualification. 5 Years' supervisory experience in Environmental Management environment. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental field; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation NEMA Act, NEMBA Act. Knowledge of Public Service Act, Public Service Regulations. A valid driver's license required.
<u>DUTIES</u>	:	Provide environmental enforcement services. Undertake the maintenance of the environmental enforcement information management system. Conduct enforcement promotion awareness processes in the district. Liaise with district stakeholders and district community-based organisations on enforcement practices. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	:	Employment Equity target: Chris Hani: African Male/Coloured Female/PWD Employment Equity target: Joe Gqabi: Coloured Female/PWD Employment Equity target: Sarah Baartman: Coloured/Indian/White Female/PWD
<u>POST 21/125</u>	:	<u>ASSISTANT DIRECTOR: ECONOMIC DEVELOPMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09)
<u>CENTRE</u>	:	OR Tambo Ref No: DEDEAT/2024/05/09 Sarah Baartman Ref No: DEDEAT/2024/05/10
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6) or B-degree (NQF Level 7) in Economics/ Business Administration/ Development Studies/ Entrepreneurship and/ or relevant qualification. 3- 5 years relevant experience. Supervisory experience at salary 7/8 will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. A valid driver's license required.
<u>DUTIES</u>	:	Supervise the implementation of economic development policies, programmes and instruments within the district. Provide technical support to the District Municipality and Local Municipalities with the development of IDP strategies and objectives aimed at targeted economic development strategies, programmes and projects. Perform monitoring and evaluation processes to determine the impact of economic development instruments within the District Municipality and Local Municipalities. Provide economic development advocacy and empowerment services for the District Municipality and Local Municipalities. Supervise the allocated resources of the Division in line with

legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.

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

NOTE : Employment Equity target: OR Tambo: Coloured/Indian Female/African Male/PWD
Employment Equity target: Sarah Baartman: African Male/ PWD

POST 21/126 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMS (X3 POSTS)**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
Sarah Baartman Ref No: DEDEAT/2024/05/11
OR Tambo Ref No: DEDEAT/2024/05/12
Joe Gqabi Ref No: DEDEAT/2024/05/13

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6 or B degree (NQF 7) in Social Science / Development Studies and / or any relevant qualification. 3-5 years relevant experience. Supervisory experience at salary 7/8 will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Valid Driver's licence (NB this does not apply to persons with disabilities).

DUTIES : Provide inputs for development of Policy and Guidelines. Ensure Lobbying and networking for designated groups. Coordination and provision of reports on performance of regional programmes on SPU targets. Conduct Education and Awareness on departmental programmes. Supervise administrative and related functions.

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

NOTE : Employment Equity target: Sarah Baartman: Coloured Female/PWD
Employment Equity target: OR. Tambo: African Female/PWD
Employment Equity target: Joe Gqabi: African Female/PWD

POST 21/127 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DEDEAT/2024/05/14**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
Sarah Baartman

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or a B degree/ Advanced Diploma (NQF Level 7) in HRM/ Public Administration/ Management Sciences or equivalent. PERSAL Certificates. 3- 5 years relevant experience. Supervisory experience at salary 7/8 will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Treasury Regulations. Thorough working knowledge of PERSAL system. A valid driver's license required.

DUTIES : Provide inputs for development of Policy and Guidelines. Ensure coordination and management of Human Resource functions in the region. Responsible for sound financial administration in the region. Effective and efficient implementation, monitoring, and control of administration management services (Supply Chain and Auxiliary Support). Management, coordination and monitoring of support services. Perform and manage administrative functions.

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

NOTE : Employment Equity target: Coloured Male/PWD

POST 21/128 : **ASSISTANT DIRECTOR: BUDGETS REF NO: DEDEAT/2024/05/15**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
Bhisho

REQUIREMENTS : National Senior Certificate, Degree / National Diploma (NQF Level 6/ 7) in accounting and /or relevant qualification. 3 – 5 years' relevant experience.

Supervisory experience at salary level 7/8 will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. A valid driver's license required.

DUTIES : Provide technical assistance with the planning, preparation, consultation, and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Provide technical assistance with the compilation of the department's inputs for the Estimates of Provincial Expenditure/Adjustments in compliance with Treasury guidelines. Analyse the annual budget into a monthly cash flow at the beginning of the financial year and after the Adjustment Estimate. Provide technical support with the coordination of in-year monitoring processes for the DEDEAT Group. Manage and perform administrative and related functions.

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

NOTE : Employment Equity target: Indian Female/PWD

POST 21/129 : **SENIOR BUSINESS DEVELOPMENT OFFICER (X2 POSTS)**

SALARY : R376 413 - R443 403 per annum (Level 08)

CENTRE : Alfred Nzo Ref No: DEDEAT/2024/05/16

OR Tambo Ref No: DEDEAT/2024/05/17

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies and/ or relevant studies. 3- 5 years relevant experience. NQF level 7 relevant Qualification will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures and Acts. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management Planning and Organizing, Negotiation skills. A valid driver's license required.

DUTIES : Facilitate the implementation of business development policies, programmes and instruments within the Metro and the District. Provide technical support to the Metro and municipalities with development of IDP strategies and objectives aimed at targeted business development strategies, programmes and projects. Provide assistance in monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide business development advocacy and empowerment services for the area of operation.

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

NOTE : Employment Equity target: Alfred Nzo: Indian Female/PWD
Employment Equity target: OR. Tambo: African Female/PWD

POST 21/130 : **ENVIRONMENTAL OFFICER GRADE A: AIR AND WASTE MANAGEMENT REF NO: DEDEAT/2024/05/18**

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

CENTRE : O.R. Tambo Region

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in the Environmental Management/Natural Sciences or equivalent as recognised by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, Air Quality Act, National Waste Management Strategy, Environmental Impact Assessment Regulations etc. A valid driver's license required.

DUTIES : Conduct waste management assessments including the development of authorisations, conditions of authorisations and /or exemptions. Provide technical / procedural advice implement, Air Quality Management policies, guidelines, legislation, norms and standards. Provide technical comment and

advice on medium to complex air quality reports. Perform and manage administrative and related functions.

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

NOTE : Employment Equity target: African Male/PWD

POST 21/131 : **ENVIRONMENTAL OFFICER GRADE A: BIODIVERSITY REF NO: DEDEAT/2024/05/19**

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

CENTRE REQUIREMENTS : Chris Hani Region
National Senior Certificate, National Diploma (NQF Level 6) in the Environmental Management/Natural Sciences or equivalent as recognised by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence required.

DUTIES : Provide technical assistance with the development and implementation of the district's biodiversity management plan in line with provincial policy, norms, and standard imperatives. Evaluate biodiversity authorisation applications and conduct compliance adjudication processes. Provide technical and procedural biodiversity advisory services within the area of operation. Gather biodiversity data for the area of operation, the capturing thereof on the departments environmental management information system. Perform and manage administrative and related functions.

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

NOTE : Employment Equity target: Indian/White Male/PWD

POST 21/132 : **ENVIRONMENTAL OFFICER GRADE A: COASTAL ZONE MANAGEMENT REF NO: DEDEAT/2024/05/20**

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

CENTRE REQUIREMENTS : OR Tambo Region
National Senior Certificate, National Diploma (NQF Level 6) in Environmental Management/Natural Sciences or equivalent qualification as recognized by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Integrated Coastal Planning and Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid driver's license is required.

DUTIES : Provide technical support advisory services to ensure institutional and development compliance with coastal management legislation, norms and standards. Promote integrated coastal management. Advise members of the public on issues relating to coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.

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

NOTE : Employment Equity target: African Female/PWD

POST 21/133 : **ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES (X2 POSTS)**

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

CENTRE : Sarah Baartman Region Ref No: DEDEAT/2024/05/21
Joe Gqabi Region Ref No: DEDEAT/2024/05/22

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in the Environmental Management/Natural Sciences or equivalent as recognised by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid driver's license is required.

DUTIES : Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following: Identifying and implementing environmental capacity building programmes for the general public and relevant stakeholders. Developing and implementing community-based natural resource management and environmental action projects for sustainable development. Promote and implement environmental awareness programmes. Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.

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

NOTE : Employment Equity target: Sara Baartman: African Female/PWD
Employment Equity target: Joe Gqabi: White Female/PWD

POST 21/134 : **ENVIRONMENTAL OFFICER GRADE A: IMPACT MANAGEMENT REF NO. DEDEAT/2024/05/23**

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

CENTRE : Joe Gqabi

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Nature /Environmental Science field or equivalent qualification as recognized by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Computer literacy; good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid Driver's license is required.

DUTIES : Conduct specialised environmental impact management processes, including the development of Record of Decisions (RODs), conditions of authorisations and / or exemptions. Provide technical / procedural advice. Provide technical assistance with the implementation of other IEM tools. Perform and manage administrative and related functions.

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

NOTE : Employment Equity Target: African Male/PWD

POST 21/135 : **BUSINESS DEVELOPMENT OFFICER (X3 POSTS)**

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

CENTRE : Sarah Baartman Ref No: DEDEAT/2024/05/24
OR Tambo Ref No: DEDEAT/2024/05/25 (X2 Posts)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies and/ or relevant studies. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures and Acts. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management Planning and Organizing, Negotiation skills. Driver's license is required.

DUTIES : Provide assistance in facilitating the implementation of business development policies, programmes and instruments within the Metro and the District. Assist with the provision of technical support to the Metro and municipalities with the development of IDP strategies and objectives aimed at targeted business development strategies, programmes and projects. Assist with the monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide business development advocacy and empowerment services for the area of operation.

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

NOTE : Employment Equity target: Sarah Baartman: Coloured Male/PWD
Employment Equity target: OR. Tambo: African Female/PWD

POST 21/136 : **LRED ADVISOR REF NO: DEDEAT/2024/05/26**

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

CENTRE : OR Tambo

REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies/ Entrepreneurship and/ or relevant qualification. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures and Acts. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management Planning and Organizing, Negotiation skills. Driver's license is required.

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

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

NOTE : Employment Equity target: African Male/PWD

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 : 01 July 2024. No late applications will be accepted

NOTE : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) 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 21/137** : **DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT**
REF NO: DOE-DDDSCM01/05/2024
Directorate: Supply Chain Management
Re-advertisement
- SALARY** : R849 702 – R1 000 890 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Chris Hani East
- REQUIREMENTS** : An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license.
- DUTIES** : Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyse on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement

plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

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

POST 21/138 : **ASSISTANT DIRECTOR: DEBT AND REVENUE SERVICES REF NO: DOE-ADDR02/05/2024**
Directorate: Debt and Revenue Services
Re-advertisement

SALARY CENTRE REQUIREMENTS : R444 036 - R532 602 per annum (Level 09)
: Head Office – Zwelitsha
: An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS & PERSAL). Proficient in the application of MS Office Package. Valid driver's license. Understanding of debt collection processes, principles and practices, Customer Service (Batho Pele Principles), Understanding of risk management, understanding of public sector revenue and debt, Understanding of debt collection internal controls, financial compliance and reporting.

DUTIES : Develop and implement Departmental Debt Management Policy and Standard Operation Procedure, Prepare reconciliation of Debt Account and related accounts, Follow-up on bad debtors, Prepare submission for writing off bad debts, Authorize debt entities, debt agreements and debt transactions, Facilitate clearance of Debt Suspense Accounts, Liaise with debtors in the most complex and problematic cases to determine payback conditions, time span and liaise with debt collectors or tracing agency, Oversee the identification and accurate recording of debts owed to the department, Oversee the identification of sources of revenue and accurate recording of revenue collected to the department, Authorize Revenue transactions on the BAS system, Prepare reconciliation of all revenue accounts and prepare schedule for revenue pay over to Provincial Revenue Fund, Prepare and review revenue IYM report and other monthly revenue reconciliation, Perform any other duties within the finance management scope, supervision of staff and submission of weekly and monthly diaries, preparing reports.

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

POST 21/139 : **DISTRICT STATE ACCOUNTANT REF NO: DOE-DSA03/05/2024**
Unit: Expenditure Management
Re-advertisement

SALARY CENTRE : R308 154 – R362 994 per annum (Level 07)
: OR Tambo Inland

REQUIREMENTS : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES : Provide clearance of suspense account administration services, provide revenue administration planning, collection, reconciliation and safeguarding services, administer banking and relevant reconciliation processes, maintain in line with system standards the departmental financial management information and cost centre management systems, provide financial systems control systems, provide departmental debt management services, preparing reports.

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

POST 21/140 : **ADMINISTRATIVE CLERK REF NO: DOE-AC04/05/2024**
Unit: District Director's Office
Re-advertisement

SALARY CENTRE REQUIREMENTS : R216 417 – R242 928 per annum (Level 05)
: Joe Gqabi

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

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

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

DEPARTMENT OF HEALTH

APPLICATIONS : Must be submitted using one of the following options: Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836, Matatiele, 4730 or Hand Deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730, or via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>, and/or www.ecprov.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: RecruitmentHeadOffice@ehealth.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 Emailed / No Faxed applications will be accepted.

CLOSING DATE : 01 July 2024. No late application will be accepted.

NOTE

: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department of Health reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to.

OTHER POST

POST 21/141 : **HUMAN RESOURCE CLERK REF NO:**
ECHEALTH/HRC/ANTBH/ARP/01/05/2024
Re-Advertisement

SALARY : R202 233 - R235 611 per annum (Level 05)
CENTRE : Taylor Bequest Hospital - Alfred Nzo
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

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

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

OFFICE OF THE PREMIER

APPLICATIONS : 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> and/or at www.ecprov.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: recruitment@ecotp.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. Refer all application related enquiries to the specified contact person.

CLOSING DATE
NOTE

: 01 July 2024. No late applications will be accepted
: 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. 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). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 21/142

: **DIRECTOR: ICT GOVERNANCE REF NO: OTP 01/05/2024**
Re-advertisement: those who had applied before may need to re-apply

SALARY

: R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive remuneration package.

CENTRE

: Bhishe

REQUIREMENTS

: Matric with an NQF level 7 (B. Tech/Degree/Advanced Diploma) as recognised by SAQA in ICT (Informatics or Computer Science) or related field. Minimum 5 years' experience as Deputy Director in ICT related field. A valid driver's licence. Pre- Entry certificate for the Senior Management Services (SMS). Knowledge of IT Risk management, ICT Governance Frameworks, and practices, CoBIT, ITIL and ISO standards. Key Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Excellent writing

<u>DUTIES</u>	: skills, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership.
	: Coordinate and monitor the development and implementation of ICT policies, strategies, plans and practices in the province: Develop ICT policy guidelines, directives, standards and implement best practices, such as ITIL, CoBIT, etc. Continuously evaluate the understanding and adherence to governance standards. Coordinate the review and implementation of disaster management/business continuity plans. Review ICT policies and standard operating procedures (SOPs) covering the full range of ICT activities on an ongoing basis. Facilitate the reporting to internal and external stakeholders according to functional and stakeholder needs. Monitor compliance with DPSA and other established frameworks, directives, guidelines, directives and prescripts: Manage the facilitation and implementation of awareness campaigns on ICT Governance related frameworks, guidelines, and prescripts. Coordinate the identification and provision of ICT training requirements (e.g., on disaster management/business continuity plans, etc.). Monitor the adherence and compliance to ICT policies and procedures. Facilitate the identification of ICT related risks and development and management of an ICT Risk Register. Report non-compliance and make recommendations on mitigating strategies to relevant structures (e.g., PGITOC, Cluster and Departmental HODs). Manage the development of Provincial Digital Transformation Strategy and its cascading: Manage and monitor the gathering of Business Analysis and Business User needs. Manage the Business Process Mapping requirements. Manage the drafting of requirements documentation for the development and implementation of ICT systems. Manage the analysis of information gathered from multiple sources, reconcile, and package for strategic decision making. Serves as the conduit between the customer community (internal and Provincial Departments) and the Business Analysts, software development team through which requirements flow. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	: 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
<u>NOTE</u>	: This post is earmarked for a vibrant young person.
<u>POST 21/143</u>	: <u>DIRECTOR: YOUTH STRATEGY REF NO: OTP 02/05/2024</u> Re-advertisement – those who had applied before may need to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive salary package : Bhisho : Matric with an NQF level 7 (B. Tech/Degree/Advanced Diploma) as recognised by SAQA in Humanities/ Social Science/Development Studies. Minimum 5 years' experience at a Deputy Director /Middle Management in youth development environment. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS). Research methodology. Knowledge of global, regional and local political economic and social affairs impacting youth development. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.
<u>DUTIES</u>	: Develop sector specific policies and strategies to mainstream youth development. Lead conceptualization and implementation of integrated youth development programmes and projects. Coordinate the implementation of the integrated youth development strategy across Provincial Government departments, Municipalities, Public Entities and National Government Departments (IGR). Conduct research and develop smart indicators to monitor the performance of youth development interventions/initiatives in the province. Facilitate development of Youth Strategy implementation plan and conduct continuous assessment of the impact of existing strategies towards improving

the lives of youth in the Eastern Cape Province. Coordinate youth stakeholders within the provincial and local spheres of government, whilst ensuring strategic links at national level.

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 : This post is earmarked for a vibrant young person.

POST 21/144 : **DIRECTOR: HUMAN RESOURCE AND ADVISORY SERVICES REF NO: OTP 03/05/2024**

SALARY : R1 216 824 - R1 433 355 per annum (Level 13)

CENTRE : Bhisho

REQUIREMENTS : Matric with an NQF Level 7 Degree as recognised by SAQA in Human Resource Management, Industrial Psychology, Labour Relations, Industrial Relations, Public Administration/Management or Social Science. Minimum 5 years' experience at a Deputy Director level in the related field. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS). Research methodology. Knowledge of global, regional and local political economic and social affairs impacting youth development. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

DUTIES : Manage and coordinate the provision of HR policy compliance monitoring, reporting and MIS advisory services: Manage the Monitoring and reporting on policy compliance. Provide policy advocacy to ensure the institutionalisation of the HRM&D policy framework in the province. Ensure that the Compliance and Accountability Framework is aligned to the DPSA HRM Compliance Framework. Ensure integrity of departmental reports through validation of portfolio of evidence as submitted by departments. Ensure that non-compliance is escalated to the EA where necessary. Prepare feedback to departments on their quarterly and annual performance. Manage the drawing and analysis of MIS reports on PERSAL and provide feedback to departments in respect of interventions and corrective measures to be implemented. Coordinate accurate Management Information Systems Reports for consolidated reporting to provincial decision-making structures and where required. Provide guidance to stakeholders in the implementation of interventions to improve the integrity of HRMIS. Coordinate HOD career incidents and recruitment: Manage and coordinate the recruitment, selection, competency assessments, appointments, and Induction of HoDs in the Province. Support, monitor and report on the filling of Executive level (SL15 and 16) vacancies in the province. Provide specialist advice and guidance on matters related to HoD career incidents, e.g., grievances, discipline, disputes, etc. Ensure that HOD performance agreements are developed, are compliant to set guidelines and are aligned to the MEC/EA Service Delivery Agreements. Facilitate and coordinate half yearly performance reviews and annual assessment of HOD's (180 degree). Manage and coordinate annual evaluation of HoDs (360 degree) and facilitate the HOD's Performance Moderations Facilitate and coordinate the training and development of HoDs based on identified development needs. Provide support and validate the development and review of HR delegations: Develop the Provincial Delegations Framework aligned to the National Delegations Framework. Facilitate the development HRM&D delegations in the provincial departments, review delegations to ensure alignment with Provincial Delegations Framework. Monitor implementation of HRM&D delegations and report on compliance. Provide feedback to departments and follow up on implementation of corrective measures. Manage Development of the quarterly Provincial HRM&D Status report and present to governance structures in the province. Manage the allocated resources of the chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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 : This post is earmarked for a vibrant young person.

OTHER POSTS

POST 21/145 : **DEPUTY DIRECTOR: PUBLIC RELATIONS AND EVENTS REF NO: OTP
04/05/2024**
Re-advertisement – those who had applied before may need to re-apply.

SALARY : R849 702 – R1 000 908 per annum (Level 11), all-inclusive salary package
CENTRE : Bhisho
REQUIREMENTS : Matric with an NQF level 6/7 National Diploma/Degree as recognised by SAQA
in Events Management, Public Relations, Corporate Communications,
Strategic Communication, Journalism, Media Studies, Marketing Management.
Minimum of three (3) years' experience as Assistant Director in the field of
events management. A valid driver's licence. Skills: Budgeting and Financial
Management; Communication and Information Management; Citizen Focus
and Responsiveness; Diversity Management; Impact and Influence; Managing
Interpersonal Relations and Resolving Problems; Networking; Planning and
Organising; Project Management. Excellent presentation skills. Attention to
detail. Excellent Communication skill (written/ verbal). Strategic thinker and
problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web
and email packages). Ability to travel across the province and work long hours.

DUTIES : Events Management: Develop best practice strategies and plans for
Departmental and Provincial Government events; Develop procurement plans
for the logistical needs for events; Plan, develop and ensure the maintenance
of an Events Calendar for the Department, Provide strategic events advisory
support to the Department including conceptualisation of events to improve
brand interface with stakeholders; Engage with internal and external
stakeholders to determine the needs for the events; Manage guidelines and
logistical arrangements for the events (venue, equipment, etc.); Manage a
database of events venues in the Eastern Cape; Liaise with relevant
programmes to coordinate agreements with suppliers, contractors and clients
with regard to events; Monitor and evaluate the outcomes of events; Liaise with
relevant programmes to monitor expenditure for the events and draft
expenditure report. Public Relations Management: Develop and implement a
public relations strategy. Lead content sourcing process from OTP divisions
and provincial departments. Study media monitoring reports to identify
opportunities and inform content development for own platforms. Build and
regularly maintain positive relationships with internal and external stakeholders
to sustain good public relations image of the Department and government.
Assist in planning, implementing and co-ordinating communication projects
and other related events including content development and preparation.
Assist with drafting and implementing communication plans in support of
various events. Create and maintain a positive image for the events. This
includes promoting the event to the public, media relations, and working with
sponsors. Implement PR tactics to enhance event awareness, drives
attendance, and establish a positive brand reputation.

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 : This post is earmarked for a vibrant young person.

POST 21/146 : **DEPUTY DIRECTOR: RAPID RESPONSE (CIVIL ENGINEER) REF NO: OTP
05/05/2024**
Re-advertisement – those who had applied before may need to re-apply.

SALARY : R849 702 – R1 000 908 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : Matric with an NQF Level 7 BTech /Degree as recognised by SAQA in Civil
Engineering or relevant qualification. 3 years post-qualification engineering
experience required. Compulsory Registration with the ECSA as a Professional
Engineer. A valid Driver's license. Knowledge and Skills: Programme and
Project Management. Quantity Survey Legal and operational compliance.
Quantity Survey operational communication. Process knowledge and skills.

Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer aided engineering applications. Creating high performance culture. Technical Consultancy. Professional Judgement.

DUTIES

: Quality Survey analysis effectiveness: Perform final review And approval or audits on civil Designs, co-ordinate quality Civil Engineering efforts and integration across discipline to ensure seamless integration with current technology Maintain civil engineering survey operational effectiveness: Manage the execution of civil engineer strategy through the provision of appropriate structures, systems and resources, Set civil engineer standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor civil engineer effectiveness according to organizational goals to direct or redirect civil engineer survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the civil engineer environment / services, Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and manage the compilation added value of the discipline – related programmes and projects. Governance: Allocate, monitor and control resources, Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, provide technical specialist services for the operation of quality survey related matters to minimize possible risks, Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. People Management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey according to organizational needs and requirements and Manage subordinates' key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

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

: This post is earmarked for a vibrant young person.

POST 21/147

: **PROJECT MANAGER: FINANCE STRATEGIC SKILLS DEVELOPMENT**
REF NO: OTP 06/05/2024
(Fixed Term Contract of 12 Months)
Purpose: to manage the contracts with OTP respective donor partners, especially the National Skills Fund, TETA and merSETA amongst others.

SALARY
CENTRE
REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11), all-inclusive salary package
: Bhisho
: Matric with an NQF Level 7 B Degree as recognised by SAQA in Finance related qualification. Minimum of three (03) - five (5) years' experience in Financial Management of which three (03) years must be at an Assistant Director level in the related field. A valid Driver's License. Competencies: Specialist Technical Financial Management knowledge, 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, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations.

DUTIES

: Put systems in place to ensure funds are claimed from donor partners on time. Develop monthly reconciliation reports. Ensure businesses and training providers are paid on time. Ensure all learners/interns are paid monthly. Develop monthly reports of payments made to learners/interns or participants in skills development programmes and ensure payslips are distributed. Put a system in place to manage attendance registers monthly. Put an early warning system in place to ensure payments are made and no overpayments made. Prepare monthly and quarterly reports as agreed with donor partners. Managed the contracts of appointed service providers.

- 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 21/148** : **PROJECT MANAGER: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 07/05/2024**
(Fixed Term Contract of 12 Months)
Purpose: to manage the contracts with OTP respective donor partners, especially the National Skills Fund, PSETA and merSETA amongst others.
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive salary package
: Bhisho
: 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. Competencies required: 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 21/149** : **INFORMATION PHOTOGRAPHER: CORPORATE COMMUNICATION REF NO: OTP 08/05/2024**
- SALARY CENTRE REQUIREMENTS** : R373 413 - R443 403 per annum (Level 08)
: Bhisho
: Matric with an NQF Level 6 qualification (National Diploma) as recognised by SAQA in Photography/Photo- journalism/ Visual Art / Graphic Design. Minimum of 2 -3 years' experience in photography and/or graphic design field. A Valid Driver's License. Adequate knowledge of photoshop or equivalent photo-editing software. Average knowledge of graphic design and its software's. Competencies and capabilities: Adequate knowledge of photoshop or equivalent photo-editing software. Moderate knowledge of graphic design softwares such as In-design, Illustrator or equivalent. Knowledge in photo-filing and archiving. Good verbal and written communication. Computer literacy. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Provide photography services for the Office of The Premier. Provide editing and captioning for photographs used for publications and other platforms. Update and maintain Photographic database of the Office of the Premier. Design and produce publications and other communication material. Photographic & image style development. Information Management. Render general administration in relation to area of operation.

- 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 4729836. For eRecruitment Enquiries eMail: recruitment@ecotp.gov.za
- NOTE** : This post is earmarked for a vibrant young person.
- POST 21/150** : **STATE ACCOUNTANT: CREDITORS PAYMENT & RECONCILIATION REF NO: OTP 09/05/2024**
(This post is earmarked for a vibrant young person)
- SALARY CENTRE REQUIREMENTS** : R308 154 - R362 994 per annum (Level 07)
: Bhisho
: Matric with an NQF Level 6 qualification (National Diploma) as recognised by SAQA in Financial Accounting /Management/ Public Finance coupled with minimum of 1-2 years' experience in creditors payments & reconciliation environment. Extensive understanding/knowledge of BAS and LOGIS. (Certificates will be required on or before interview date).
- DUTIES** : Facilitate processing of creditors payments: Check arithmetical accuracy of invoice and authenticity of supporting documents attached to the voucher to be paid. Execute daily payment run. Process invoices and ensure that all invoices are paid within regulated timeframe. Ensure paid vouchers are recorded after the payment run date and are reconciled. Ensure that all general sundry payments are captured correctly. Perform financial support services to mitigate risk and audit queries. Respond to queries from service providers. Ensure paid payment vouchers are submitted to registry. Facilitate monthly reconciliation of creditors accounts: Prepare creditors reconciliation monthly. Follow up on creditors queries arising from creditor's reconciliation. Process clearance of outstanding items on creditor reconciliation and attend to supplier queries. Prepare and submit reports before due date: Prepare and submit creditor's reconciliation report for each service provider. Prepare and submit register of orders and invoices paid. Prepare and submit report for all outstanding invoices and orders report for preparation of accruals. Manage area of responsibility.
- 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 21/151** : **STATE ACCOUNTANT: SALARIES ADMINISTRATION REF NO: OTP 10/05/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 - R362 994 per annum (Level 07)
: Bhisho
: Matric with NQF Level 6 qualification (National Diploma) as recognised by SAQA in Financial Management coupled with 1-2 years' experience in the field of finance or salaries environment. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage.
- DUTIES** : To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Perform tax reconciliation and PERSAL/BAS reconciliation. Ensure that all suspense accounts are cleared and reconciled, and the balances monitored to ensure that they become zero at month end and year end. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.
- 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** : This post is earmarked for a vibrant young person living with disability.

<u>POST 21/152</u>	:	<u>ADMIN OFFICERS: STRATEGIC SKILLS REF NO: OTP 11/05/2024 (X2 POSTS)</u> (Fixed Term Contract of 12 Months)
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Matric with an NQF level 6 (National Diploma) in Public Management/ Administration or similar qualifications. Must have a minimum of 1- 2 years' experience as an administrator/ project administrator in the related field. Skills required: Planning and Execution, Interpersonal Relations, Analytical thinking, good communication skills, computer Literate.
<u>DUTIES</u>	:	Render general administration support services to project activities; Record, file and manage incoming and outgoing correspondence. Manage and maintain the attendance and leave registers. Check correctness of subsistence and travel claims of the officials and submit to the manager for approval. Provide a supply chain management support service; Arrange travelling and accommodation. Procurement of goods and services. Keep and maintain the assets register of the component. Update expenditure of HRDSS.
<u>ENQUIRIES</u>	:	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
<u>NOTE</u>	:	This post is earmarked for a vibrant young person.
<u>POST 21/153</u>	:	<u>COMMUNICATIONS OFFICER: PUBLIC RELATIONS MARKETING & BRANDING REF NO: OTP 12/05/2024</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, An NQF level 6 (National Diploma) in Marketing / Public Relations / Communications / Journalism /Branding / Advertising. Minimum of 1-2 years' experience in Communications/ Public Relations environment. Possess excellent communications skills including interpersonal skills, willingness, and ability to work as part of the Provincial Communication team. Understanding Government procurement and other procedures regulation and functioning through previous work in the public service especially in the Office of the Premier is an added advantage. Valid driver's license. Skills: Knowledge of Branding Strategies, Marketing; Government Communication systems; Familiarity with latest marketing trends and best practices; Ability to conduct research and analyse data; Organizational skills, experience meeting tight deadlines; Excellent communication and teamwork skills; Results-driven attitude; A creative and innovative mindset. Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: Expert knowledge of the interpretation and application of Corporate Identity and Branding principles. Understanding of Government Relations, Corporate Communication and Stakeholder engagement. An understanding of communication strategies, coupled with the branding and corporate identity deliverables thereof. Ability to develop branding and exhibition plans, with costing and timelines. Ability to travel across the province and work long hours. A valid driver's licence is required.
<u>DUTIES</u>	:	Perform various functions to brand management. Manage the branding assets of the division. Involvement in website/intranet management. Provide publications management assistance. Assist with the implementation of the provincial communication strategy. Participate in the provincial communications systems structure. Perform specialized secretariat functions (e.g during Izimbizo, outreach programmes). Involvement in stakeholder relationship management. Perform other functions with the Provincial Communication Division in order to gain broad range of communication skills & experience. Assist the coordination and implementation of the brand-building strategies on behalf of the provincial government. Assist with the implementation on the branding protocols and the supply branding materials to all provincial and special programs. Produce provincial branding material in line with branding manual as well as Branding Protocols in the Province and ensure maintenance thereof; Execute branding plans (including co-branding) during Premier's programs; Provincial government programs, including institutionalized days and adhoc marketing activities; Assist in monitoring

application of Provincial Corporate Identity. Develop, present, and execute create ideas for branding activities (programme launch and profiling/promotion). Assist to develop and optimise branding and marketing campaigns. Assist with the execute plans and report on branding campaign results. Assist in identifying opportunities to use in marketing and branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government. Assist with the preparation for all interactions and consultations with key role players to drive the marketing and branding of the Eastern Cape Province.

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 : This post is earmarked for a vibrant young person.

POST 21/154 : **ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: OTP 13/05/2024**

SALARY CENTRE REQUIREMENTS : R216 417 - R254 928 per annum (Level 05)
: Bhisho

: Grade 12 or relevant National (Vocational) Certificate with Mathematics and Accounting with no working experience. Experience in salary administration environment with post qualification (NQF 6) in Commerce/Financial Management or Accounting will be added advantage. 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 : Check and capture all salary inputs on salary system: Receive and check to ensure all required documents from HR department. Submit documents to Internal Control Unit for compliance checking. Capture the payment on Personal and Salaries System (PERSAL. Prepare BAS payments: Compile payment advice, Check and verify banking details before payment, Follow-up with SCM on creation of the entity to enable process of the payment, Submit payment to Creditors Payments & Reconciliation Sub Directorate. Ensure record keeping and filing of salary related documents: File salary related documents accurately after supplementary run, store all files and up to date record keeping safely; in accordance to set policies and procedures. Clearing of salary related suspense accounts: Requests BAS reports on BAS system of suspense accounts (such as Medical Aid, UIF, Salary Deductions disallowances). Perform clearance on the BAS system that reflects no-outstanding amounts and submit to Senior State Accountant.

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 : This post is earmarked for a vibrant young person.

PROVINCIAL TREASURY

APPLICATIONS : 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> and/or at www.ecprov.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: Theliswa.nkonyile@ectreasury.gov.za/ OR Olwethu.mjali@ectreasury.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. Refer all application related enquiries to the specified contact person.

FOR ATTENTION : Ms T. Nkonyile or Ms. O. Mjali

CLOSING DATE : 01 July 2024. No late 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. 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). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

POST 21/155

DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: PT 01/05/2024

Purpose: To manage Human Resource Administration Services in the Department.

SALARY
CENTRE
REQUIREMENTS

- : R1 216 824 per annum (Level 13), (all-inclusive)
- : Bhisho
- : A Degree (NQF level 7 as recognised by SAQA) in Public Administration / Public Management / Human Resource Management / Industrial Psychology / coupled with Minimum of seven (7) years' experience in Human Resource Management environment of which 5 years' experience should be at a Middle Management (Deputy Director Level) /Senior Management level. Skills And Competencies: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Technical Skills on Organisational Design, post budgeting and establishment. Change Management. Diversity Management. Job Evaluation. Business Process Modelling. Organisational Development Models. Strategic Planning as an OD Intervention. Team Building as an OD Intervention. Post Budgeting, Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment. Sound knowledge of Recruitment and Selection, Condition of Service and Information System processes. Applied Strategic Thinking, Budgeting and

Financial Management. Information Management. Continuous Improvement. Managing Interpersonal, Conflict Management, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving, Problems Solving, Planning and Organising, Decision Making, Project Management, People Management, Team Leadership, Communication (verbal & written).

DUTIES

: Manage The Administration of Recruitment, Selection and Appointment of Employees; Manage the implementation of Annual Recruitment Plan. Manage and ensure implementation of recruitment, selection and appointment process. Provide guidance in the development of human resource management and administration policies, processes and procedures and manage the implementation thereof. Provide advice and guidance on recruitment and selection matters. Manage the submission of quarterly reports. Manage and monitor the implementation of employee movements and compile report. Assess and manage information captured on PERSAL. Manage and monitor the implementation of remuneration policies, procedures and practices. Provide input in the development and review of policies and strategies on matter related to recruitment & selection and retention strategy and manage implementation thereafter. Provide guidance in the development of strategies to address employee turnover Manage Conditions of Service in The Department; Provide inputs and guidance in the development and review of Conditions of Service Benefits policies and manage the implementation. Manage the implementation of conditions of service in the department. Manage the administration of leave matters. Manage and render support to line managers with the implementation of PILLIR. Manage and implement measures on leave register. Manage the compilation of leave reconciliation and PILLIR reports. Manage and verify all documents in relation to termination of services. Manage the compilation of reports on exit interview conducted and implement recommendation sites in the reports. Provide guidance in the development and review of conditions of service benefits. Manage Human Resource Information Systems; Provide inputs in the development and maintenance of personnel information systems and ensure establishment control. Manage, monitor and analyse Human Resource Information System Reports. Authorize inputs to be made on the system by the PERSAL Management unit. Verify the analysis conducted and the signing off RACF reports. Manage the review of monthly reports on Recruitment Process. Manage The Compilation of Reports in Relation To PERSAL. Manage And Coordinate the Development & Implementation of Human Resource Plan; Provide inputs in the development of human resource planning strategies, policies and processes and manage the implementation. Provide guidance and inputs on the development of HR Delegations and monitor the implementation. Provide inputs in the development of the Employment Equity and Diversity Management and monitor the implementation. Manage the compilation of quarterly reports. 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. Implement, Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

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

NOTE

: EE Target: African Female.

POST 21/156

**DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO:
PT 02/05/2024**
(5 Year Contract)

SALARY : R1 216 824 per annum (Level 13), (all-inclusive)
CENTRE : Bhisho
REQUIREMENTS : A Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 8 years' work experience in IT environment, of which 5 years should be middle management (Deputy Director) level. An exposure of at least 2 years' experience in application/system development/life cycle will be an added advantage. Skills and Competencies: Expert in IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Project Management Skills, Researching Skills, understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

DUTIES : Working with Programme Management, providing ICT advisory services and project management support in the automation/digitalisation of key business processes (Patient Records, Patient Management System; Inventory Management, Incident Management, Medico-legal case registers, etc) by the Department of Health (DOH); Manage and review existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or adverse events; Ensure the development of a detailed program specification through engagements with users; Manage applications deployment for the Project; Perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or adverse event; Ensure overall data integrity of the cases or adverse events that have been captured onto the Case Management IT system. Review of ICT policies and recommend mitigation measures where necessary to ensure compliance with ICT Governance Framework and optimisation of the DoH ICT strategy; Effective Stakeholder Management, through regular reports, engagements and ensure implementation of the resolutions and agreed commitments. Manage Area of Responsibility: Effective and efficient management of assigned resources, including managing the performance of the deployed human resources; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness; Resolve problems of motivation and control with minimum guidance from manager; Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all assigned staff; Manage daily employee performance and ensure timely Performance Assessments of all assigned staff; Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility; Ensure management, maintenance and safekeeping of assets.

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

NOTE : EE Target: African Male

POST 21/157 : **DIRECTOR: MUNICIPAL BUDGET & REVENUE MANAGEMENT,
ECONOMIC & FISCAL POLICY OVERSIGHT & FINANCIAL RECOVERY
SERVICES REF NO: PT 03/05/2024**

SALARY : R1 216 824 per annum (Level 13), (all-inclusive)
CENTRE : Bhisho
REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Local Government Finance, Business Economics, Economics, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification will be an added advantage. Previous experience in monitoring or working in municipal environment is essential. Knowledge and experience in the intergovernmental fiscal framework, coordinating of financial disputes, the implementation of the financial recovery framework and developing resolutions for financial challenges in municipalities. Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting,

Financial Management and Reporting, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with MBRR, mSCOA, Municipal Financial Recovery Services and Macro and Micro Economic Policy Environment.

DUTIES

: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting. Understanding of the Macroeconomic environment. Determining and analysing key economic variables, their inter-relation and relevance for the budget - Determining the potential and constraints for growth and development and their interaction with local governmental spending and revenue patterns/trends. Support municipalities with revenue management initiatives, improving collection rates of municipalities, support and guide municipalities on revenue management related policies including credit control policies, standard operating procedures for revenue management. Undertake a study of alternative revenue sources within the province. Assess the performance of municipalities to determine the triggers to intervention and the mode of intervention in municipalities. Conduct early warning preventative measures to avoid municipalities being in financial crisis in line with the RSA Constitution and the Municipal Finance Management Act. Apply the legislatives frameworks and guidelines in the execution of interventions to legislatively support local government Application of Institutional Reforms: Propose institutional reforms for implementation of a financial recovery framework Initiate the implementation of cross cutting measures and practices aimed at improving the performance of local government. Align holistic reforms and transformation measures to sustain a feasible financial recovery plan Analyse and Evaluate Financial Outcomes: Analyse and evaluate financial challenges within municipalities and develop measurable recovery plans Evaluate reviews of financial information, service delivery information and performance Analyse and evaluate financial outcomes and present to relevant stakeholders.

ENQUIRIES

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

NOTE

: EE Target: African Male

POST 21/158

: **DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING, FINANCIAL ASSETS REF NO: PT 04/05/2024**

SALARY CENTRE

: R1 216 824 per annum (Level 13), (all-inclusive)
: Bhisho

REQUIREMENTS

: A Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management. The candidate should have strategic capabilities and leadership,

- budget & financial management, programme & project management, change management, knowledge management, problem solving with strong research, analytical and writing skills.
- DUTIES** : Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective guidance, hands-on support, control mechanism to municipalities on issues of compliance with Financial Management, Annual Reporting Frameworks, SCM & Asset Management. Promote understanding of municipalities by developing risk-based plan to ensure the implementation and compliance with the GRAP Reporting Framework, Regulations on SCM & Asset Management. Oversee the implementation of mSCOA in the province to ensure compliance, credibility of reporting and also provide support on the improvement of the Financial Management Capability Maturity Model (FMCMM) level, which aims to improve municipalities and municipal entities' financial management capabilities and overall sustainability. Expand networks and collaborative effort with other role players in the districts and the province and nationally toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting. Support the development and implementation of quality assurance programme (Risk Management, Internal Audit & Audit Committee). Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za /or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs)
- NOTE** : EE Target: African Female

OTHER POSTS

- POST 21/159** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: PT 05/05/2024**
(5 Year Contract)
Purpose: To provide measures to enhance financial management in sector departments as determined by the need from time to time (in line with section 18 of the Public Finance Management Act), including the review of systems of controls for adequacy and effectiveness against observed exceptions and guide on mitigation measures, towards mature and sustainable financial management and administration systems.
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive)
: Bhisho
: A Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years' work experience in financial management of which 3 years should be and Assistant Director Level. 2 years' experience working with BAS (or similar accounting system). A valid driver's licence is essential. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.
- DUTIES** : Review the Financial Management controls systems for developing Intervention Plans; Review financial reports for compliance with reporting standards and accuracy for decision making; Support sector departments with reconciliations and preparation of financial statements; Perform analysis of financial information for informing decisions in support of the Interventions by Provincial Treasury; Prepare reports to facilitate governance and accountability as well as effective stakeholder management; Engage with other transversal units to promote collaborative efforts to improve financial management maturity in the province. Strengthened communication platforms by presenting and sharing financial management exceptions to the CFO Forum; Perform any

		other duties to support the CFO function, thereby creating a sustainable financial management maturity in the province.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: African Female
<u>POST 21/160</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL RISK MANAGEMENT REF NO: PT 06/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (Level 11), (all-inclusive) Bhisho A Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance, Risk Management or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience at Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of MFMA local government risk management framework, IDP, other relevant planning processes in municipalities, compliance, risk management processes and reporting. The candidate should be familiar with the accounting reforms in the municipal space in line with Municipal Budgets, GRAP Standards, MBRR, mSCOA. Knowledge of the King IV report. Analytic skills. Ability to interact with senior management in municipalities.
<u>DUTIES</u>	:	Manage And Facilitate the Development of Anti-Corruption, Risk and Integrity Management Policies, Strategies and Framework. Supervise the development and implementation of risk management policies and risk management strategies in municipalities. Conduct research on best-practices on risk management framework. Facilitate awareness on the risk management framework. Monitor the Implementation of Anti-Corruption policies, Monitor progress on Risk Management Implementation Plan in municipalities. Coordinate submission of risk reports. Ensure assessment of the adequacy of the risk management reviews from the reports. Conduct Municipal Risk Management Assessment, Identify Risks and Develop Strategies for Municipalities; Assist in conducting annual strategic municipal risk assessment by means of Risk identification; Risk analysis and Risk rating, and the development of mitigating action plans for municipalities provincially. Support municipalities with development and updating of risk register and risk profiles. Monitor the implementation of action plans to reduce risk. Consolidate risk reports from municipalities and develop a risk profile for the province. Facilitate Capacity Building Sessions on Anti-Corruption, Risk and Integrity Management Policies, Processes and Procedures in Municipalities; Provide technical support to Chief Risk Officers in municipalities to guide them in implementing risk management as per request. Facilitate the establishment of information-sharing and peer-to-peer learning platform for municipalities (Municipal Risk Management Forums). Conduct awareness workshops on risk management policies, processes and procedures. Provide technical support and guidance on the functioning of Risk Management Committees. Report on local government performance to inform on decision making by all relevant stakeholders. Analyse reports from municipalities, identify areas of intervention and devise intervention strategies. Intergovernmental Relations/Participation Attend and participate in the National Public Sector Risk Management Forum. Participate in risk management task teams as and when required by National Treasury.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: African Female
<u>POST 21/161</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT & DC BOARDS REF NO: PT 07/05/2024</u>
<u>SALARY CENTRE</u>	:	R849 702 per annum (Level 11), (all-inclusive) Bhisho

REQUIREMENTS

: A Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in auditing / monitoring / working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of internal audit, audit committee, municipal budget reviews; financial management and reporting, expenditure management, cost effective procurement systems and effective asset & liability management. The candidate should be familiar with the auditing and accounting reforms in the municipal space in line with MFMA, GRAP Standards, Municipal Budgets, MBRR and mSCOA.

DUTIES

: Monitor Compliance with the MFMA and International Standards for Professional Practice of Internal Auditing (ISPPF)/ The Global Internal Auditing Standards. Provide municipal support in the development of a standard Internal Audit Charter. Provide recommendations and guidance on how internal auditing standards and relevant circulars should be applied by the municipalities. Determine that all internal audit units in municipalities have standard documents for their day-to-day operations. i.e. Charters, Internal Audit Manuals or Internal Audit Methodology. Conduct workshops for municipalities on use of Internal Audit methodology. Provide Guidance on development of municipal 3 year and 1-year Internal Audit Plans. Respond to queries relating to internal audit and audit committees prescripts. Provide support to audit committees (i.e. recruitment of the new audit committee, induction and attendance of audit committee meetings). Conduct status surveys on internal audit and audit committees. Promote The Image of Internal Audit Externally; Provide open understanding of sound internal audit and audit committees in municipalities. Engage Chief Audit Executives of municipalities and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during Municipal Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of municipalities and other relevant stakeholders on emerging issues. Monitor and report on the performance of Internal Audit units and Audit Committees in the municipalities. Perform Specialised Audits; Perform the Internal Quality Reviews for municipalities. Monitor, advise and report on the implementation of Quality Assurance and Improvement Program. Coordinate External Quality Assurance Reviews and ensure that Quality Assurance Reports are finalised and reported. Ensure corrective action plans are maintained for Quality Assessments. Monitor Implementation of Recommendations; Facilitate the development of best practice monitoring tools that are suitable for internal audit functions. Monitor and report on implementation of internal audit findings and audit committee recommendations. Provide Technical Support and Capacity Building In Municipalities, Identifying Internal Audit training in respect of Internal Audit matters. Coordinate training on internal audit matters, policies, and procedures. Provide continuous development training throughout the municipalities. Analyse and workshop municipalities on service delivery performance areas in the province. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders. 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. Provide capacity building to Disciplinary Boards members in line with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings. Develop the monitoring and evaluation of the functionality of the Local Government Disciplinary boards in the municipalities. Guide municipalities on consequence management in line with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

ENQUIRIES

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

NOTE

: EE Target: African Male

POST 21/162 : **DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT & OPERATIONS**
SUPPORT REF NO: PT 8/05/2024

Purpose: To manage the provision of ICT and operational User Support and help with the provision of Information Communications Technology.

SALARY : R849 702 per annum (Level 11), (all-inclusive)
CENTRE : Bhisho
REQUIREMENTS :

A Degree NQF level 7 as recognised by SAQA or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science / Information Systems coupled with 5 years' experience of which 3 years' must be at an Assistant Director Level in Information Technology. Skills and Competencies: IT System and Support, ICT Procurement, Public Finance, Policy Development and Management, Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising. Problem Solving and Decision Making, Project Management, Team Leadership.

DUTIES : Co-Ordinate The Development and Monitoring and The Implementation of ICT Policies, Processes and Procedures: Manage and monitor the Users support function in line with ITIL / COBIT framework. Facilitate the development and implementation of ICT User Support related policies. Facilitate Operational Support Services; Provide leadership and supervision for a technical team by effectively managing the day-to-day operations of the User Support Unit and Help Desk unit including evaluation, training, motivation and consistent support of staff development. Serve as the primary coordinator/contact within Provincial Treasury and vendors for the user support area of Information Technology. Coordination and administer support for resolving problems related to personal computers, computer applications and other information technologies. Provide oversight and direction for the User Support Unit. Maintain ICT Administrative Systems and Ensure Data-Integrity; Maintain a master list of software and hardware and maintenance agreements. Assures preparation of correspondence, reports and prepares, disseminates information to branches/divisions/sections related to offered customer support services. Prepares correspondence and reports relating to User Support programs and functions. Prepares user "help" documentation and instructions, and troubleshooting guides. 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.

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

NOTE : EE Target: African Female

POST 21/163 : **DEPUTY DIRECTOR: ICT SECURITY REF NO: PT 09/05/2024**

Purpose: To provide Information Communication Technology (ICT) security services.

SALARY : R849 702 per annum (Level 11), (all-inclusive)
CENTRE : Bhisho
REQUIREMENTS :

A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Security or related ICT qualification with a Minimum of 5 years relevant work experience in ICT of which 3 years' experience must have been at a Middle Management Level (Assistant Director level). CISSP or CISM or CASP+ certificates will be an added advantage. Skills and Competencies: ICT Systems and Network Management. Financial Management. Policy Development & Management.

Project Management and Development. ICT Procurement. Programming understanding. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management. Knowledge Management, Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations.

DUTIES : Establish, Manage and Monitor an Information Security Program; Implement, monitor and review the Information Security management program. Develop and implement relevant Information Security strategies, policies and procedures. Customise and implemented the relevant directives and facilitate incorporation of information security at the initial stages for all relevant project implementations. Direct the design of relevant security solutions. Champion and educate the organization about the latest security strategies and technologies. Coordination and implementation of technical controls defined within the Information Security Management Framework or program. Manage user identity and IT physical access in accordance to business requirements; Coordinate and manage endpoint security. Coordinate and manage network and connectivity security; protect against malware. Coordinate and manage user identity and logical access. Perform relevant ICT activities regarding ICT assets. Monitor the IT infrastructure for security related events. Implement and maintain preventative, detective and corrective measures to protect information systems from unauthorized access and malware. Effective Management of ICT Internal Controls and Risks; Facilitate the identification and mitigation of the IT security risks and provide guidance and development to the team of managing the risks. Facilitate and implement the required and relevant penetration testing, vulnerability scanning of the network. Quantify the risks of different IT architectures and communicate to the relevant stakeholders. Facilitate and coordinate periodic threat risk analysis and security assessments to identify areas of improvement. Facilitate the processes of audit log management. Information Security Incident Management; Coordinate Disaster Recovery processes and IT continuity plans. Guide and monitor the establishment and maintenance of required sufficient data recovery processes data recovery testing to prove data recoverability. Conduct thorough due diligence for departmental requirements of cloud services.

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

NOTE : EE Target: African Female

POST 21/164 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: PT 10/05/2024**
(5 Year Contract)
Purpose: To assist in measures to enhance financial management in sector departments as determined by the need from time to time (in line with section 18 of the Public Finance Management Act), including the review of systems of controls for adequacy and effectiveness against observed exceptions and guide on mitigation measures, towards mature and sustainable financial management and administration systems.

SALARY : R444 036 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) In Financial Management coupled with Minimum 3 years' work experience at an Officer level (Level 7 or higher) in financial management and with at least 2 years' experience working with BAS (or similar accounting system). A valid driver's licence is essential. Skills and Competencies: High end IT Skills (micro-soft and related

applications), Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.

DUTIES : Assist in the review of Financial Management controls systems for developing Intervention Plans; Assist in the review of financial reports for compliance with reporting standards and accuracy for decision making; Support sector departments with reconciliations and preparation of financial statements; Perform analysis of financial information for informing decisions in support of the Interventions by Provincial Treasury; Prepare reports to facilitate governance and accountability as well as effective stakeholder management; Assist in the engagements with other transversal units to promote collaborative efforts to improve financial management maturity in the province. Support the strengthening of communication platforms by presenting and sharing financial management exceptions to the CFO Forum; Perform any other duties to support the CFO function, thereby creating a sustainable financial management maturity in the province.

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

NOTE : EE Target: African Male

POST 21/165 : **ASSISTANT DIRECTOR: TECHNICAL SUPPORT REF NO: PT 11/05/2024**
Purpose: To provide Information Communication Technology (ICT) security services.

SALARY : R444 036 per annum (Level 09)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Security or related ICT with a Minimum 3 years relevant work experience in ICT of which 2 year experience must ICT security related at an officer level (Level 7 or higher). CISSP or CISM or CASP+ certificates will be an added advantage. Skills and Competencies: ICT Information Security Systems and Financial Management. Policy Development & Management. Project Management and Development. ICT Procurement. understanding. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management. Knowledge Management, Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations.

DUTIES : Information Security Incident Management; Coordinate day to day activities and operations of the Information Security function, troubleshoot and document incidents. Liaise with other relevant stakeholders Provide support to the Disaster Recovery processes and IT continuity plans. Provide support to the maintenance of required sufficient data recovery processes data recovery testing to prove data recoverability. Conduct thorough due diligence for departmental requirements of cloud services. Manage Information Security Training and Development; Facilitate the information security training and awareness program. Develop, implement and deliver training and awareness program as required by the department. Continuously plan and develop mechanisms to institutionalise information security such that culture of information security exist in the department. Provide Support in The Management of User Identity and IT Physical Access In Accordance To Business Requirements; Coordinate and manage endpoint security.

Coordinate and manage network and connectivity security; protect against malware. Coordinate and manage user identity and logical access. Perform relevant ICT activities regarding ICT assets. Monitor the IT infrastructure for security related events. Implement and maintain preventative, detective and corrective measures to protect information systems from unauthorized access and malware. Provide Support in Effective Management and Monitoring Of An Information Security Function; Implement, monitor, and review the Information Security management program. Provide support in the design of relevant security solutions. Provide support in implementation of technical controls defined within the Information Security Management Framework or program. Identification and mitigation of the IT security risks, Facilitate and implement the required and relevant penetration testing, vulnerability scanning of the network. Quantify the risks of different IT architectures and communicate to the relevant stakeholders. Facilitate and coordinate periodic threat risk analysis and security assessments in order to identify areas of improvement. Perform the relevant audit log management processes. Provide input in the development and review of relevant Information Security documentation including policies, standard operating procedures, manuals etc. Implementation of ICT operational plan.

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

NOTE : EE Target: African Male

POST 21/166 : **BUSINESS ANALYST: ICT APPLICATION & MAINTANCE SERVICES REF NO: PT 12/05/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bhisho

: A Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 3 years' work experience in ICT environment at an officer level (Level 7 or higher). A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and /or quality improvement programme will be an added advantage. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analysing and visualising Data Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

DUTIES : Support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Governance and Business Architecture: Assist with enterprise architecture and acquisition monitoring and reporting, Support the review of the current relevant architectures for the Department. Analyse the current architectural baseline gaps for modifications and solutioning, application architecture gap analysis and identified applications, and business solutions, Support the implementation and necessary review of the Corporate Governance of ICT framework. Assist with the alignment of ICT standards and procedure to the relevant Frameworks. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management. Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, Support management of projects by ensuring continual updates, ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Performing Quality Assurance: Ensuring that software product features meet quality standards. Defining Reporting and Alerting Requirements: Business Analysts help design reporting systems and alert mechanisms to keep stakeholders informed. Review, analyze and

evaluate business systems and user needs. Document requirements, define scope and objectives and formulate systems to parallel overall business strategies. Identify an organisation's technical needs, plan enterprise architecture and strategize ideas to improve a business's decision-making. Identify and communicate with key stakeholders. Gather, review and analyze business and industry data, including KPIs, financial reports and other key metrics using data analytics tools. Liaise between various business departments and groups.

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

NOTE : EE Target: African Female

POST 21/167 : **ASSISTANT DIRECTOR: USER ACCOUNT MANAGEMENT- LOGIS IPLEMANTATION REF NO: PT 13/05/2024**

Purpose: To render support in the management and monitoring of the utilisation of LOGIS System in the province

SALARY : R444 036 per annum (Level 9)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognized by SAQA) in Financial Management / Information Systems / Supply Chain Management coupled with Minimum 3 years relevant experience in LOGIS at an Officer Level (Level 7 or higher). LOGIS System Controller certificate is essential. Previous role as store / region or departmental System Controller would be an added advantage. Skills and Competencies: Public Finance Management Act, Financial Accounting, Performance Management, Group Profile Management, User profile Management, Microsoft Access/or SQL, Asset management and Asset Miscellaneous, LOGIS System Controller, LOGIS Order, payment / BAS, Automated transit and posting, cost centre manager, LOGIS management reporting, LOGIS Train the Trainer. Computer literate, Communication Skills (verbal and written), Problem Solving, Decision Making, Analytical Thinking, Managing of Financial Resources, Interpersonal Skills, Project Management, Planning and Execution.

DUTIES : Render Support in The Management of Logis System in The Province; Monitor activities of all LOGIS System Controllers. Render support to departments relating to LOGIS challenges. Assist with technical setup of LOGIS printers. Responsible to maintain a register for all maintenance on user requests pertaining to user profile changes. Responsible for recording of system downtime and reporting. Establish and maintain a database of technical problems reported by System Controllers to both National and Provincial Treasury. Track number of technical problems resolved by National or Provincial Treasury. Communicate monthly statistics on all calls logged at National Treasury. Responsible for balance scorecard adjustments. Perform User Account Management in The Province; Perform Quarterly user account review monitoring of LOGIS per department. Coordinate submission of LOGIS compliance certificates. Write reports on findings of user account management. Ensure all System Controllers receive communication on system enhancements and system updates. Monthly monitoring of system breaches on login violations. Report dormant users and flag them for de-registrations. Monthly monitor resource utilisation to ensure all users have adequate access to the system. Report deficiencies depicted on reports to the Deputy Director: LOGIS Monitoring & Support. Ensure the standardisation of user IDs to PERSAL numbers only. Assist with ad hoc duties on requesting reports for client departments and stakeholders within Provincial Treasury. Assist with analysis of data on commitment reports and obsolete system data. Perform ad hoc DR testing bi-annually.

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

NOTE : EE Target: African Female

POST 21/168 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: PT 14/05/2024**
Purpose: To render Demand Management Services in the Department.

SALARY : R444 036 per annum (Level 09)
CENTRE : Bhisho
REQUIREMENTS : Degree (NQF level 7 as recognized by SAQA) in Supply Chain Management / Procurement / Logistics / Finance / Public Management qualification coupled with Minimum 3 years' experience in Supply Chain Management environment at a level of an Officer (Level 7 or higher). Exposure to Demand or Acquisition Management will be an added advantage. Knowledge of Centralise Supplier Data (CSD) base function is essential. Skills and Competencies: Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, and National Treasury Regulations. Supply Chain Management Circulars, Practices and Policies. Risk Management Policies and Practices. Financial Accounting. Budget preparation. Bid administration, Procurement. Organising and planning, Problem solving, Conflict Management, Project Management, People Management Skills, Computer Literate. Decision Making.

DUTIES : Coordinate The Reviewal of Procurement Needs for the Department. Analyse requirements. Conduct research and develop proposal for implementation. Assess and interpret the results of the research on the market for procurement methodology. Develop Demand Management Plan. Assist in developing/ reviewal of SCM Policies and Standard Operation Procedure. Develop strategic sourcing for effective and efficient service delivery. Ensure compliance with quality requirements. Determine whether specifications should contain any special condition. Coordinate The Development of The Annual Procurement Plan. Collection information from the relevant role players. Check (engage) and analyse the information. Confirm availability of Budget. Check alignment against strategic and other objectives. Consolidate the procurement plan and submit for approval by the Head of Department (HOD). Coordinate The Compilation of Tender/Quotation Specification. Determine whether a specification for the relevant commodity exists. Facilitate Bid Specification Committee sittings, Conduct working sessions with end users, Present to the Bid Specification Committee, Draft minutes of the Bid Specification Committee, Compile a document file for the acquisition process, Conduct briefing sessions as and when required. Ensure compilation of accurate monthly and quarterly reports and submit thereof timeously. Monitor Procurement Plan and report thereof. If not oversee the collection and collation of information and the compilation of specification/terms of reference. Compile request for proposal as required if applicable.

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

NOTE : EE Target: African Female

POST 21/169 : **LEGAL ADMINISTRATION OFFICER REF NO: PT 15/05/2024**

SALARY : R440 412 per annum, (OSD)
CENTRE : Bhisho
REQUIREMENTS : An LLB or appropriate equivalent undergraduate recognized Legal Qualification (NQF level 7 as recognized by SAQA). At least 5 years' appropriate experience in litigation and advisory services. Admission as an Attorney. A valid driver's license is essential. Skills and Competencies: Interpersonal relations; Computer literacy; Communication (written and verbal) skills; Innovative and analytical thinking. An applicant must be able to understand public service legal prescripts and its applications, to enable the management of litigation. Understanding of departmental policies and procedures. Ability to apply, interpret and research the law. Experience in drafting of legal opinions. Ability to draft and negotiate contracts and agreements.

DUTIES : Manage and coordinate litigation in favour of or against the department, prepare instructions to State Attorney, monitor the court case from the inception to its finality, consult with the relevant line function at each stage of the pleadings. Render support to the Department by conducting research on new case law which impacts on litigation. Conduct research on relevant legal prescripts and case law in order to provide sound legal opinions. Monitor and

		report on compliance with court orders in all provincial departments. Ensure departmental policies are in line with the applicable legal prescripts.
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: African Female
<u>POST 21/170</u>	:	<u>DATABASE ADMINISTRATOR: ICT APPLICATION & MAINTANANCE SERVICES REF NO: PT 16/05/2024</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree or National Diploma (NQF level 7 as recognised by SAQA or NQF level 6 as recognised by SAQA) in IT qualification. 2+ years' experience with MS SQL. Experience in MS SQL manager, performing SQL queries and log management. Certificate, CompTIA, Microsoft or similar certification will be an added advantage. Skills and Competencies: Proven working experience as a Database Administrator. Hands-on experience with database standards and end-user applications. Excellent knowledge of data backup, recovery, security, integrity, and SQL. Familiarity with database design, documentation, and coding. Previous experience with DBA case tools (frontend/backend) and third-party tools. Familiarity with programming languages and APIs. Problem-solving skills and ability to think algorithmically. A degree in computer science or relevant certification.
<u>DUTIES</u>	:	Building database systems of high availability and quality based on end users' specialized roles. Ensuring that databases operate efficiently and without errors. Managing databases and updating permissions. Backing up and restoring data to prevent data loss. Defining users and enabling data distribution to the right user in appropriate formats and timely manner. Using high-speed transaction recovery techniques and backup data. Minimizing database downtime and managing parameters for fast query responses. Providing proactive and reactive data management support and training to users. Determining, enforcing, and documenting database policies, procedures, and standards. Regularly testing and evaluating data security, privacy, and integrity. Monitoring database performance and implementing changes as needed. Develop and troubleshooting ETL Processes (SSIS). Database deployments (update and new changes to database objects).
<u>ENQUIRIES</u>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<u>NOTE</u>	:	EE Target: African Female. This post is earmarked for a person with disability.
<u>POST 21/171</u>	:	<u>ADMIN OFFICERS: PROJECT MANAGEMENT REF NO: PT 17/05/2024 (X5 POSTS)</u>
		Purpose: To support financial management interventions in province for institutions managed under the Public Finance Management Act and Municipal Finance Management Act, with immediate priority given to departments of Health and Education.
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Public Management / Financial Management / Internal Auditing coupled with Minimum of 2 years' experience in administration. A drivers Licence will be an added advantage. Skills and Competencies: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (Excell, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.
<u>DUTIES</u>	:	Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data

integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update medico claims on e-liability register. Perform any other duties to support data management and general administration thereby ensuring that Intervention objectives are achieved.

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

NOTE : EE Target: X3 African Male & X2 African Female. This post is earmarked for a person with disability.

POST 21/172 : **PERSAL SUPPORT AND ADMINISTRATION REF NO: PT 18/05/2024**
Purpose: Act as user type 2 for three centralised departments and support the user type1 in the carrying out of duties

SALARY : R308 154 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Human Resource Management/ Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. PERSAL certificates is essential. At least 2 years' experience in a PERSAL environment preferably in the monitoring and support area. Knowledge of regulations related to Human Resource Management. Skills and Competencies: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

DUTIES : Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCCs for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision-making.

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

NOTE : EE Target: African Female. This post is earmarked for a person with disability.

POST 21/173 : **COMMUNICATION OFFICER REF NO: PT 19/05/2024**

SALARY : R308 154 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Journalism/Media Studies or Public Relation coupled with Minimum of 2 years' experience in communications environment.

DUTIES : Conduct daily media monitoring. Maintain a database of media organizations and contacts within them. Market the departmental and Provincial events. Maintain a database of media organizations and contacts within them. Manage the company's or organization's social media communications. Regularly meet with and conduct interviews with media personnel. Create and produce internal

newsletters for the organization. Create and produce visual content. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public. Prepare and manage the organization's communication. Manage the departmental social media communications. Facilitate and produce internal newsletters for the department. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public. Prepare and manage the organization's communication plan.

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

NOTE : EE Target: African Male. This post is earmarked for a person with disability.

POST 21/174

ICT PRACTITIONER REF NO: PT 20/05/2024

(5 Year Contract)

Purpose: To support advisory services on ICT projects including providing ICT project management support in various projects that are undertaken as part of implementing interventions in terms of S18 of the PFMA.

SALARY : R308 154 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in ICT coupled with 2-years' experience in ICT work environment. Skills and Competencies: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (Excell, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.

DUTIES : Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update medico claims on e-liability register. Perform any other duties to support data management and general administration thereby ensuring that Intervention objectives are achieved.

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

NOTE : EE Target: African Male. This post is earmarked for a person with disability.

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

APPLICATIONS : 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> and/or at www.ecprov.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: e-recruitment-bhisho@ecdpw.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. Refer all application related enquiries to the specified contact person.

FOR ATTENTION : Ms N. Toni

CLOSING DATE : 01 July 2024. No late 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. 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). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 21/175 : **DIRECTOR: PROPERTY PORTFOLIO AND PROGRAMME PLANNING REF NO: DPWI 01/05/202**
 Re-advert: Applicants that previously applied may re-apply

SALARY : R1 216 824 per annum (Level 13), an all-inclusive remuneration package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, Bachelor's Degree NQF Level 7 in Built environment/ Property related discipline with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS). A valid driver's licence. Registration with the professional institutes will be advantageous, Knowledge and Skills: Distribution of Revenue Act (DORA). Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF), Preferential Procurement Policy Framework Act 5 of 2000. Provincial Growth and Development Plan for Eastern Cape. Public Service Act. Public Service Regulations 2016. PFMA. Applicable legislation and prescripts. Government Programmes. Information Management. Policies and Procedures. Competencies: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.

- DUTIES** : Manage Technical Portfolio Services for Client Departments. Manage and direct the provision of professional inputs to client departments in terms of the preparation of the User Asset Management Plan [UAMP]. Manage and direct the validation of the suitability and availability of land and services for client departments. Manage the delivery of the infrastructure programmes and projects. Manage and direct the provision of professional inputs to client departments in terms of the preparation of Infrastructure Programme Management Plans [IPMP's]. Manage and direct the provision of professional inputs to client departments in terms of the packaging of projects and finalization of the procurement strategy. Manage property and infrastructure inputs for longer term integrated infrastructure planning in the province. Manage the allocated resources. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Manage daily employee performance and ensure timely Performance Assessment of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/176** : **DIRECTOR: MONITORING & EVALUATION: EPWP REF NO: DPWI 02/05/2024**
Re-advert: Applicants that previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, Bachelor's Degree NQF Level 7 in BSC Economics / Statistics, B. Com Econometrics/ Development Studies / Small Business Enterprise with 5 years' relevant experience at middle management level. Pre-entry certificate for the Senior Management Service (SMS). A valid driver's licence. Knowledge And Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Management of Data. Data Analysis. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programmes and Project Management. Report Writing.
- DUTIES** : Manage the training of stakeholders in order to improve reporting and to ensure data integrity and reliability by conducting projects Audits and DQA. Develop Data Quality Assessment (DQA) tool. Monitor performance of the Province on EPWP system, manage site visits for monitoring of projects Manage compilation of EPWP reports. Manage the collection of data, clean, collate and validate. Analyze reports. Manage the development of Audit files. Compile regular reports. Monitor performance of the province on EPWP. Monitor performance of all Public Bodies on EPWP. Provide support to all public bodies. Monitor Number of work opportunities reported in the EPWP-Reporting System. Monitor performance trends of Public Bodies against Targets. Engage on one-on-one consultations with Public Bodies. Manage and facilitate training of officials from all public bodies on EPWP system. Manage the allocated resources.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

<u>POST 21/177</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY (X2 POSTS)</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive remuneration package
<u>CENTRE</u>	:	Bhisho Ref No: DPWI 03/05/2024 (For Health Facilities) Ref No: DPWI 04/05/2024 (For Other Health Facilities)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in any Built environment/ related discipline with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Compulsory Professional Registered as a Construction Project Manager / Quantity Surveyor / Architect / Engineer. Knowledge and Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational, Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management.
<u>DUTIES</u>	:	Manage Construction Procurement Strategy and Infrastructure Programme Management Plan [IPMP]. Manage the professional inputs provided to DoH in preparation of the construction procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Manage the professional inputs provided to the Sub Directorate Technical Portfolio Services in terms property management norms and standards. [Life cycle costs, maintenance plans, etc.]. Manage the professional inputs provided to DoH in terms of new technology, revised norms, standards, innovations and renewable energy. Manage Infrastructure Programme Implementation Plan [IPIP] and Service Delivery Agreements. Direct and prepare the Infrastructure Programme Implementation. Plan [IPIP] for sign of by DoH. Direct and prepare the procurement plan. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed. Service Delivery Agreements. Manage the Construction Procurement Process. Manage the nomination and appointment of suitable professionals from DoH and the Directorate in collaboration with the Departmental Supply Chain Management Unit [SCM]. Manage the attendance and professional inputs being made at the different SCM Committees. Manage the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Manage Sector and Report on the programme. Manage sign-off by DoH in terms of the IPIP and different Project Execution Plans [PEPs]. Manage the implementation of contracts in line with budgets, timeframes and quality standards. Manage provision of programme support. Manage and control the budget allocated to the directorate in an efficient and cost effective manner. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/178</u>	:	<u>DIRECTOR: TECHNICAL MAINTENANCE SERVICES FOR OTHER DEPARTMENT REF NO: DPWI 05/05/2024</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive remuneration package
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in any Built environment/ related discipline with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Compulsory Professional Registered as a Construction Project Manager / Quantity Surveyor / Architect / Engineer. Knowledge and Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable

		Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management.
<u>DUTIES</u>	:	Manage and monitor implementation of infrastructure capital projects for Provincial Departments. Coordination of Provincial Infrastructure projects in terms of construction, renovation, upgrade and refurbishment to award, execute and complete under enabling environment. Ensure projects completion by using target goals, treasury regulations, compliance with national building standards and client satisfaction. Conduct infrastructure forum meetings with concerned stakeholders to monitor the progress of projects on a monthly basis and visit problematic projects as required. Manage and monitor implementation of planned and unplanned maintenance of projects. Coordination of Provincial Infrastructure Maintenance projects. Manage preparation of specification documents for various term contracts. Manage Installation, repairs / maintenance and ad hoc maintenance as required. Manage provision of programme support. Manage and control the budget allocated to the directorate in an efficient and cost effective manner. Develop Infrastructure Programme Implementation Plan (IPIP). Manage and monitor implementation of IPIP. Manage preparation and submission of monthly, quarterly and annual reports in line with annual and operational performance plans. Manage preparation and submission of updated procurement plan. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 21/179</u>	:	<u>DIRECTOR: COMMUNITY DEVELOPMENT (EPWP) REF NO: DPWI 06/05/2024</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive remuneration package
<u>CENTRE REQUIREMENTS</u>	:	Bhisho National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/Public Management/ Development Studies with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management.
<u>DUTIES</u>	:	Manage development of the social facilitation strategy and plan. Manage the development of community profiles where projects are to be implemented. Manage the implementation of departmental labour intensive initiatives. Manage the development and conceptualization labour intensive amenable projects. Develop a protocol to manage the implementation of the labour intensive projects. Manage the monitoring of the labour intensive initiatives. Manage the collection of list of departmental projects that will be form part of the EPWP business plan. Ensure that job creation interventions are implemented in accordance with EPWP guidelines. Ensure that the programme's job creation targets are met. Manage the collection of PoE that

will be submitted. Manage the implementation of social facilitation in all departmental projects. Manage the allocation of social facilitators in all districts. Manage the development of social facilitation framework that will be used in engaging communities. Manage the collection of list of projects to be implemented by Building and Properties, and develop a plan to roll out facilitation. Ensure that all matters requiring escalation to the HoD and MEC are processed as such. Manage the documentation of lessons learnt. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

OTHER POSTS

POST 21/180 : **CHIEF QUANTITY SURVEYOR INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 07/05/2024**

SALARY CENTRE REQUIREMENTS : R1 042 170 per annum, (OSD), an all-inclusive remuneration package
: Bhisho
National Senior Certificate, Bachelor's Degree in Quantity Surveying with six (6) years Quantity Surveying post qualification experience required. Valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, Competencies: Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer Focus and Responsiveness. Financial Management. Research and Development. Technical Report writing.

DUTIES : Quantity Survey analysis effectiveness, Perform final review and approval or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across discipline to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness, manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organization objectives to insure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for attainment of organizational objectives. Financial Management, ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor control expenditure according to budget to ensure efficient cash flow management. Governance allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organization requirements; Provide technical specialist services or the operation of quantity survey related matters to minimize possible risks; Manage and implement knowledge sharing initiative in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management, manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued quantity survey services according to organizational needs and requirements. Manage subordinate' key performants areas by setting and monitoring performance standards and taking actions to correct deviation to achieve to achieve departmental objectives.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/181 : **CONTROL QUANTITY SURVEYOR TECHNOLOGIST: OTHER DEPARTMENTS**

SALARY CENTRE REQUIREMENTS : R873 840 per annum (OSD), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, Bachelor's Degree in Quantity Surveying NQF Level 7 with six years post qualification QS technological/technical experience required. Valid driver's licence. Compulsory registration with SACQSP as a Professional Technologist. Knowledge And Skills: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation.

DUTIES : Manage QS technology advisory services: Provide technical know-how to Quantity Surveyors and other professional by providing proper and accurate cost and estimates information; Advice on materials and construction processes; Promote safety standards in line with statutory and regulatory requirements; Value completed work and organize payments; Solve broadly define technological challenges through application of proven techniques and procedures; Develop, maintain and manage current QS and other technologies; and Identify and optimize technical by applying QS principles. Monitoring and evaluation of QS technologies: Evaluate and monitor existing technical manuals, standards drawings and procedures to incorporate new technology; Ensure quality assurance with regard to provision of advice on cost and manage costs on-site; and identify and optimize technical and technological solution by applying QS principles. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the QS technological operational plan; Ensure the development, implementation and maintenance database; and Manage and supervise technological and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on QS technology to improve expertise; To liaise with relevant bodies/councils on QS-related matters.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/182 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DPWI 08/05/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), an all-inclusive remuneration package
: East London
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Management/Public Administration with three years' relevant experience in Corporate Services at an Assistant Director Level. A valid driver's licence. Compulsory Introductory PERSAL Certificate. Knowledge And Skills: All acts regulating HRM, Public Service Act, Public Service Regulations, Corporate Governance of ICT Policy Framework, Archives and Records Management Act. Competencies: Problem solving skills, Strategic capability and leadership, Management Skills, Communication skills, Computer skills, Organizational skills, Financial Management skills, Programme and Project Management.

DUTIES : Manage Human Resources and Administration services, Recruitment, selection and placement of employees. Manage Human Resource Development. Manage Employee Health and Wellness. Manage Employment Relations. Manage network and IT Infrastructure. Manage Office Services. Manage allocated resources.

ENQUIRIES : Can be directed to Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/183 : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: DPWI 09/05/2024**

SALARY : R849 702 per annum (Level 11), an all-inclusive remuneration package

<u>CENTRE REQUIREMENTS</u>	: Mthatha National Senior Certificate, National Diploma NQF Level 6 in any built environment with three (3) years' relevant experience in quality control at an Assistant Director Level. A valid driver's licence. Knowledge And Skills: Understanding and application of the, Occupational Health and Safety Act No. 85 of 1993, Promotion of Administrative Justice Act, Construction Regulations 2014, National Building Regulations and Standards Act No. 103 of 1977, SANS 10400: Application of the National Building Regulations, PW371 – A: Construction Works – General Specification, National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003), Built Environment Codes of Conduct, Guideline for U-AMP, 2018, Public Service Regulations 2016, Public Service Management Act, Framework for Infrastructure Delivery and Procurement Management 2019. Understanding of the Preferential Procurement Regulation, 2017, Labour Relations Act, Public Finance Management Act No. 1 of 1999, Construction Industry Development Board Act No. 38 of 2000, Council for the Built Environment Acts No. 43 of 2000, Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA). Good verbal, writing and communication skills, Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self – Management Competencies: Model high standards of performance for self and team. Customer services. Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Self – Management. Manages challenges and opportunities. Computer application. Engineering Management.
<u>DUTIES</u>	: Manage and ensure Quality Control on all Projects. Validate and monitor correctness of the Project Register. Allocate Projects to Control Works Inspectors. Ensure high level of building standards and compliance. Supervise management of activities of contractors and provide technical advice and guidance in respect of compliance to regulations, legislation and processes. Coordinate condition assessment on government used facilities. Manage inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Management of term contracts for day to day maintenance. Attend meetings and submit reports. Manage and monitor SMMEs with respect to quality control. Facilitate the attachment of clerk of works on SMMEs projects and where necessary. Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved. Manage resources.
<u>ENQUIRIES</u>	: can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
<u>POST 21/184</u>	: <u>PRINCIPAL ARTISAN SUPERINTENDENT: MAINTENANCE (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R849 702 per annum (Level 11), an all-inclusive remuneration package : East London Ref No: DPWI 10/05/2024 Mthatha Ref No: DPWI 11/05/2024
<u>REQUIREMENTS</u>	National Senior Certificate. National Diploma in the built environment, with at least ten (10) years relevant experience in the built environment of which three (3) years must be as Chief Artisan equivalent to Assistant Director Level. Trade test in Built environment is compulsory. A valid driver's licence Knowledge and Skills: Understanding and application of the Occupational Health and Safety Act No. 85 of 1993, Promotion of Administrative Justice Act, Construction Regulations 2014, National Building Regulations and Standards Act No. 103 of 1977, SANS 10400: Application of the National Building Regulations, PW371 – A: Construction Works – General Specification, National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003), Built Environment Codes of Conduct, Guideline for U-AMP, 2018, Public Service Regulations 2016, Public Service Management Act, Framework for Infrastructure Delivery and Procurement Management 2019, Understanding of the Preferential Procurement Regulation, 2017, Labour Relations Act, Public Finance Management Act No. 1 of 1999, Construction Industry Development Board Act No. 38 of 2000, Council for the Built Environment Acts No. 43 of 2000. Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA). Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self – Management

		Competencies: Model high standards of performance for self and team. Customer services. Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Self – Management. Manages challenges and opportunities. Computer application. Fire Safety Engineering Management.
<u>DUTIES</u>	:	Manage in-house construction and maintenance projects Ensure implementation of buildings maintenance plans and requests. Develop project and maintenance implementation plan. Manage construction teams. Coordinate and oversee all work on site. Produce reports in respect of Depot projects implementation and coordination Manage implementation of day-to-day maintenance Ensure implementation of day to day maintenance. Develop and monitor defect register and ensure implementation Facilitate procurement of material from suppliers. Ensure projects are implemented within budget, time and quality. Manage depots operations Ensure depots are adequately resourced. Develop control measures to ensure efficient utilization of resources. Ensure implementation of District client forum resolutions. Manage development of Artisans through experiential training Manage Resources Identify skills development needs and recommend training and development opportunities. Ensure effective and efficient workflow by Chief Artisans and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.
<u>ENQUIRIES</u>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 21/185</u>	:	<u>DEPUTY DIRECTOR: FACILITIES & OPERATIONS MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R849 702 per annum (Level 11), an all-inclusive remuneration package
	:	East London, Queenstown
		East London Ref No: DPWI 12/05/2024
		Queenstown Ref No: DPWI 13/05/2024
<u>REQUIREMENTS</u>		National Senior Certificate, National Diploma (NQF level 6) in the Built Environment/ Facilities Management/Property related discipline/Real Estate/Law/Town Planning with three (3) years' relevant experience as an Assistant Director in Facilities Management/Property management, A valid driver's licence. Knowledge And Skills: Departmental service delivery principles PSR, PFMA, PSA, SCM prescripts, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes Occupational Health & Safety, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Manage provision of cleaning services, Recommend properties to be provided with cleaning services, Facilitate the procurement of service provider for cleaning services, Facilitate placement of successful service provider, Monitor the performance for the duration of the contract and approve payment, Manage provision of Gardening and beautification services, Recommend properties to be provided with gardening services, Facilitate the procurement of service provider for cleaning services, Facilitate placement of successful service provider, Monitor the performance for the duration of the contract and approve payment, Facilitate provision of condition assessments, Identify properties to be assessed, Facilitate the process of condition assessment, Receive completed reports from buildings, Identify properties to be renovated, Ensure the safe keeping of records, Maintain State owned buildings, Compile the list of properties to be maintained, Liaise and forward the list to Building section, Facilitate the maintenance process, Ensure completion of the project, Manage provision of office accommodation to client departments, Facilitate needs

assessment from user departments, Manage identification of properties and development of U-AMPS for the Department, Manage relations with user departments, Monitor immovable Asset performance, Facilitate the inspection process on utilization of office buildings, Facilitate the utilization inspection on state owned buildings, Identify properties to be inspected, Conduct inspections and gather information, Compile inspection report, Ensure maintenance and safe record keeping, Manage the allocated resources, Maintain high standards by ensuring that the team / section produces excellent, work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager.

ENQUIRIES : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 21/186 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: DPWI 14/05/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), an all-inclusive remuneration package
: Aliwal North
National Senior Certificate, National Diploma in Auditing, Cost & Management Accounting, Financial Accounting with three (3) years relevant experience in Financial Management Services as an Assistant Director. A valid driver's licence. Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge on Financial Administration. Budget Examination and Analysis. SCOA. Planning and Organising. Good interpersonal relation skills. Presentation skills. Computer Literacy. Problem Solving skills.

DUTIES : Manage rendering of budget monitoring, reporting and expenditure services. Manage and monitor budget performance. Compile monthly budget status reports. Monitor effective processing of payments. Manage provision of creditors reconciliation services. Manage provision of pre-audit services. Interpret financial policies, procedures and monitor the implementation thereof. Monitor compliance with relevant statutory prescripts on procurement and payment requests. Monitor administration of effective pre-audit services. Manage provision of salary administration services. Manage salary administration services. Manage effective salary administration services. Manage and monitor clearance of salary accounts. Monitor rendering of general administration support services. Manage provision of procurement services. Manage and monitor Bid administration. Manage and monitor compliance on requisitions received. Manage and monitor the process of procuring goods and services under thirty thousand. Manage the rendering of demand and procurement planning. Manage the development of procurement plans for the district (threshold below R500 000). Conduct needs analysis of the district. Manage Logistics, movable assets and fleet management services. Manage and control logistical information systems. Provide system support to end-users. Manage stores and warehouse. Manage life-cycle of movable assets. Manage loss control services. Manage fleet services. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 21/187 : **DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT (EPWP) REF NO: DPWI 15/05/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Public Management/Public Administration/ Development Studies with 3 years' relevant experience in Community Development at an Assistant Director level, A valid driver's licence. Knowledge And Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds,

Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.

DUTIES : Facilitate the implementation of the social facilitation strategy and plan. Manage the development of community profiles where projects are to be implemented. Manage the inclusion of socio-economic deliverables in the project specification. Manage the training and capacitation of social facilitators. Manage the development of a roll out plan for all provincial projects including those of client departments in line with the project time frames. Manage the prioritization of the projects for social facilitation service. Manage the collection of lists of projects to be implemented by DPWI and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Manage the allocation of social facilitators per project and per region. Generate reports on community engagements. Develop a reporting system for community engagement and manage the submissions thereof. Manage the process of analyzing the report, and identification of critical areas that require further engagements. Develop a feedback mechanism for both the client departments and communities. Manage the development of community capacity building initiatives. Manage the conducting of community skills audits. Manage the interaction with the captains of industries to assess the skills required. Manage the development of training plans in line with the gaps identified during skills audits. In cases where training will be outsourced, manage the development of the procurement plan, however if the training is insourced, manage the development of training manuals. Manage the allocation of trainers and monitor the roll out. Periodically, manage the evaluation of the training. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 21/188 : **DEPUTY DIRECTOR: INNOVATION & EMPOWERMENT (EPWP) REF NO: DPWI 16/05/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
National Senior Certificate, National Diploma NQF Level 6 in Social Sciences/ Developmental Studies/Public Management/Public Administration/Small Business Enterprise with 3 years' relevant experience in Innovation & Empowerment at an Assistant Director Level. A valid driver's licence. Knowledge and Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.

DUTIES : Manage promotion of the implementation of labour Initiatives. Promote the implementation of labour intensive initiatives in at least two EPWP sectors within the Province. Develop monitoring tools that guide the operational process which is adopted by the Senior Manager/ Director of the Programme. Manage research and feasibility study conducted to improve partnerships with implementing agents in the Public & Private Sectors are formed in a form of MoU's, MoA's and SLA's followed by the procurement in the identified methodology. Manage handover of a close out report. Manage and monitor registration and matching of jobseekers in Amathuba jobs portal. Manage social facilitation conducted on the identified municipalities. Manage facilitation

of job creation interventions within the province by registering unemployed job seekers and potential employers. Facilitate and monitor awareness conducted on Amathuba portal to all public and private stakeholders at various PSC's & RSC's lists so that they utilize the Amathuba Jobs Portal. Facilitate and intervene on collection of Portfolio of evidence from regions for reporting on a monthly basis. Manage research conducted on innovation strategies. Guide on research to be conducted on labour intensive methods/strategies. Manage and monitor capturing and matching of unemployed people with jobs in the Amathuba Job Portal. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/189 : **DEPUTY DIRECTOR: PROVINCIAL COORDINATION (EPWP) REF NO: DPWI 17/05/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Social Sciences/Development Studies/ Public Administration/Public Management with 3 years 'relevant experience in Provincial Coordination at an Assistant Director level. A valid driver's licence. Knowledge and Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving
Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.

DUTIES : Manage engagement with stakeholders in the province across all sectors. Manage and facilitate implementation of EPWP by all municipalities and other provincial departments. Manage the development of sector business plans based on the public bodies' commitments towards achieving the national set targets. Monitor the compliance of the municipalities and other provincial departments on EPWP Ministerial Determination requirement, Facilitate the empowerment of stakeholders to increase their investment on job creation initiative. Manage stakeholder relations. Manage maintenance of functional committees and district forums. Report provincial EPWP performance to IGR forums including Muni-MEC and cluster committees. Manage communication with public bodies and communities on new strategic developments and requirements of EPWP. Promote marketing and visibility of the EPWP, manage profiling of the programme. Manage branding and marketing of the programme. Manage provision of support to sector departments and municipalities. Chair the provincial coordination committees constituted by all municipalities, provincial departments, national competent departments with a foot print in the province and State Owned Entities. Manage the one on one engagements targeted towards unblocking challenges encountered by different stakeholders. Facilitate capacitation of officials. Manage provision of technical support to EPWP stakeholders. Facilitate the appointment of technical advisors and engineers to support the municipalities. Manage the reorientation of the designs of stakeholders' plans to be labour intensive. Analyze and evaluate the reports from the technical advisors on the progress made in their interaction with municipalities. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/190 : **DEPUTY DIRECTOR: STRATEGIC PLANNING: RESEARCH INTERGRATED PLANNING REF NO: DPWI 18/05/2024**

SALARY : R849 702 per annum (Level 11), an all-inclusive remuneration package

<u>CENTRE REQUIREMENTS</u>	:	Bhisho National Senior Certificate, National Diploma NQF Level 6 in Public Administration/Public Management with 3 years' relevant experience in Research Integrated Planning at an Assistant Director Level. A valid driver's licence. Knowledge and Skills: Strategic analysis and planning. Government policies and planning systems. Eastern Cape Infrastructure Plan, Programme of action, and 9 Point pledge, Public Service Regulatory Framework. Presidency policies and procedures Research / Information analysis, Performance management. Research. Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team. Competencies: Strategic capability, Programme and project management, People management and empowerment, Planning and organising, Knowledge management, Problem solving and analysis.
<u>DUTIES</u>	:	Facilitate provision of strategic planning support services to the Department Administration of strategic planning processes including. Pre-planning process. Post planning process. Integration of planning outcomes into annual performance and operational plans. Alignment of various planning documents. Conducting of research on all strategic related issues. Ensuring of linkages between departmental strategies, priorities, budget, various plans, etc. Rendering a support service to strategic related issues/workshops. Coordinate the administration and the adaptation of different planning and regulatory frameworks / template for outcomes, outputs and strategies. Research the latest planning and regulatory frameworks and align the new plans e.g. DPME, DPSA, Treasury frameworks etc. Facilitate the training of all departmental managers to utilise the departmental framework and formats. Conduct training sessions and workshops. Give guidance on an individual basis as and when required. Administer the utilisation of service providers to assist with the training process. Manage the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
<u>POST 21/191</u>	:	<u>DEPUTY DIRECTOR: MEDIA LIAISON REF NO: DPWI 19/05/2024</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), an all-inclusive remuneration package
<u>CENTRE REQUIREMENTS</u>	:	Bhisho National Senior Certificate, National Diploma NQF Level 6 in Communications/Public Relations/Journalism with 3 years' relevant experience in Media Liaison at an Assistant Director Level. A valid driver's licence. Knowledge and Skills: Monitoring and evaluation, Government policies and planning systems, Government programme of action, Public Service Regularity Framework, Presidency policies and procedures, Information management, Performance management Research, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.
<u>DUTIES</u>	:	Provide media liaison, monitoring and analysis Arrange radio and media briefings/press releases/press conferences. Keep informed/ abreast of Departmental developments. Manage timeous notification of relevant news and developments. Ensure proactive communication of newsworthy information pertaining to the Department. Monitor and evaluate public attitudes, formulate and execute information strategies to promote mutual understanding between the public and the Department. Reply to media enquiries. Plan and undertake actions to promote the image of the Dept. Keep informed/ abreast of Departmental developments. Manage timeous notification of relevant news and developments. Ensure proactive communication of newsworthy information pertaining to the Department. Monitor and evaluate public attitudes, formulate and execute information strategies to promote mutual understanding between the public and the Department. Liaise with key stakeholders. Liaise with the Head of Department, SMS officials, officials from other departments and institutions at the highest levels. Maintain networking, communication and good relationships with all stakeholders. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/192 : **DEPUTY DIRECTOR: INFRASTRUCTURE RESEARCH AND PLANNING SYSTEMS REF NO: DPWI 20/05/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Built Environment with three (3) years' relevant experience in the Built Environment/Developmental Studies at an Assistant Director Level. Post graduate qualification with research will be an added advantage A valid driver's licence. Knowledge and Skills: Infrastructure Development Management System, Built Environment Acts, Prescripts and Standards, Research, Development, & Innovation Methodologies, Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Analytical. Budget and Financial Management. Programme & Project Management. Strategic Management. Conflict Resolution / Problem Solving. Change Management. Research. Infrastructure Planning. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

DUTIES : Manage researching appropriate best practice, trends and new developments / innovations in construction methodologies, alternative and green technologies; Manage implementation systems related to the coordination of Integrated Infrastructure Development in relation to Portfolio, Programme & Project Management Support Services to Provincial Infrastructure Departments; Manage processes for the development, implementation of strategies and plans to manage relations with stakeholders interfacing with the Directorate; Manage and implement effective and sound management environment within the directorate; Manage the implementation of effective and efficient identification and management of risks within the Directorate.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/193 : **DEPUTY DIRECTOR: TECHNICAL PORTFOLIO SERVICES FOR HEALTH FACILITIES REF NO: DPWI 21/05/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, National Diploma NQF level 6 in Built environment with three (3) years' relevant experience at an Assistant Director Level. Registration with the relevant professional body. A valid driver's licence. Knowledge And Skills: DPWI policies and procedures, Relevant legislation and Public Service Regulations, Understanding of related projects or agencies. Knowledge of SLAs and Management information knowledge. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational and Conflict Resolution / Problem Solving. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

DUTIES : Manage the provision of Asset Management Services to the Provincial Department of Health: Manage the analysis of the use of Facilities by the Provincial Department of Health, Manage the provision of professional inputs and credible technical data to the Provincial Department of Health in terms of the preparation/updating of the User Asset Management Plan [U-AMP].

Confirm the acquisition and disposal needs of the Provincial Health Department. Provide technical inputs to the Provincial Health Department in terms of the development of technical specifications for leases. Make inputs to the procurement processes for lease contracts. Manage land and services for the Provincial Department of Health: Plan and validate availability of land. Assess the suitability land. Provide inputs to the vesting of properties. Provide inputs to the surveying of land. Monitor progress with the registration of state land and report progress to the Provincial Health Department. Collaborate with Municipalities, Determine the norms and standards for condition assessments in collaboration with the Provincial Health Department. Manage the planning of Technical Condition Assessments in collaboration with the Provincial Department of Health. Provide inputs to the Provincial Department of Health in terms of the development and updating of space and cost norms. Assess and interpret the outcomes of condition assessments. Determine lifecycle costs for Health Facilities. Develop maintenance plans for Health Facilities. Update maintenance plans based on findings of Condition Assessments and provide credible data to the Provincial Department of Health. Determine funding requirements for maintenance plans. Make recommendations on improving occupational health and safety standards at all Health Facilities. Make recommendations to the Provincial Department of Health in terms of compliance to green projects. Determine norms and standards for maintenance of vacant land allocated to the Provincial Department of Health. Determine maintenance plans for vacant land allocated to the Provincial Department of Health. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/194 : **DEPUTY DIRECTOR: PROVINCIAL COORDINATION, NORMS AND STANDARDS: SECURITY& PROTECTION MANAGEMENT REF NO: DPWI 22/05/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Security Studies/Policing/Criminology with three (3) years relevant experience in Security Management at an Assistant Director Level. PSIRA Registration Grade B is compulsory; SSA Advisory Course will be an added advantage. A valid driver's licence. Knowledge and Skills: Constitution of Republic of South Africa, 1996, National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Public Service Act and Regulations, Public Service Regulations, Public Finance Management Act, Protection of Personal Information Act, Protection of Information Act, Criminal Procedure Act, Good personal skills, Good leadership and managerial skills, Ability to manage conflict situations effectively, Client relations skills, Communication skills (verbal and written), Management skills, Team development skills
Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

DUTIES : Facilitate Procurement of Capital Projects: Development of standard bid documents for security projects. Facilitate procurement of security capital projects (safeguard and electronic security systems. Monitor Governance Regulations and Policies, Monitor compliance with SCM and Treasury Regulations. Development of Security Policies, develop all security related policy standard operating procedures and service level agreements. Manage the allocated resources, maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Manage Allocated Resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

<u>POST 21/195</u>	:	<u>DEPUTY DIRECTOR: VALUER REF NO: DPWI 23/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (Level 11), an all-inclusive remuneration package Bhisho National Senior Certificate, National Diploma in Property valuations/ Property Management/ Real Estate with 3 years' relevant experience in Property Management field at Assistant Director level. Registered as a Valuer with the South African Council for Property Valuations. A valid driver's licence. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.
<u>DUTIES</u>	:	Develop valuation methodology. Customise methods for valuation. Determine appraisal standards. Determine methods for estimations. Determine norms and standards for valuation. Link valuations to life cycle costs. Make inputs to the development and updating of the spatial planning and database. Interact with relevant professional bodies/councils on latest development in the information technology field. Conduct valuations. Inspect properties to evaluate construction, condition, special features and functional design. Take property measurements. Search for public records for transactions such as sales, leases and assessments. Interact with relevant stakeholders to obtain information and data. Take photographs of interior and exterior properties to assist in estimation of property values. Evaluate vacant farm/rural land & properties in proclaimed townships. Verify legal descriptions of properties. Verify against legal prescripts pertaining to various aspects of property site conditions as well as building codes, zones and by-laws. Estimate building replacement costs. Incorporate any requirements in terms of heritage and related studies in the valuation. Implement valuations pertaining to leases. Produce valuation reports. Interpret valuation data and information. Prepare and approve valuation reports. Refer valuation reports to the National Valuation Council for validations. Present valuation reports to stakeholders. Quality assure the work performed by external valuers. Feed valuation data into IAR (Immovable Assets Registry) system. Prepare management/strategic reports & recommendations related to evaluation.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/196</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: DPWI 24/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (Level 11), an all-inclusive remuneration package Aliwal North National Senior Certificate, National Diploma NQF level 6 in Property Management/Property Development/Real Estate/Town Planning with 3 years' relevant experience at Assistant Director Level. A valid driver's licence. Knowledge And Skills: Departmental service delivery principles. PSR, PFMA, PSA, SCM Prescripts. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Batho Pele Principle. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Manage provision of District Property Management. Manage state property holding. Manage Lease Portfolio Management Services. Manage enforcement of Lease conditions. Coordinate and Manage Municipal services. Manage the partnerships for specific property development initiatives. Manage the allocated resources.

- ENQUIRIES** : Can be directed to Ms H. Galeni/Mr M. Tshwaku Tel No: (051) 611 9800
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/197** : **ENGINEER: MECHANICAL/ELECTRICAL TECHNICAL MAINTENANCE SERVICES OTHER DEPARTMENT REF NO: DPWI 26/05/2024**
Re-advert: applicants that previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R833 499 per annum, (OSD), an all-inclusive remuneration package
: Bhisho
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Mechanical/Electrical Engineering with three (3) years post qualification. Professional registration with ECSA as a Professional Engineer is compulsory. A valid driver's licence. Knowledge and Skills: Programme and Project Management. Operational Compliance. Communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional Judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and Organising. Conflict management. Negotiation Skills. Change Management.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, Design, Operate and maintain engineering projects. Develop cost effective solutions according to standards. Develop tender specifications. Evaluate existing technical manuals standard drawings and procedures to incorporate new technology. Approve engineering works according to prescribed norms and standards. Human Capital development. Office administration and Budget Planning. Monitor and control expenditure. Report on expenditure and service delivery. Research and Development. Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/198** : **CONSTRUCTION PROJECT MANAGER: GRADE A (CAPITAL WORKS) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R833 499 per annum, (OSD), an all-inclusive remuneration package
: Mount Ayliff Ref No: DPWI 27/05/2024
: Gqeberha Ref No: DPWI 28/05/2024
: National Senior Certificate, National Diploma Degree NQF Level 6 in any Built Environment Field with a minimum of 4 years and six months certified experience/ B Tech Degree NQF Level 7 (Built Environment Field) with a minimum of 4 years certified managerial experience/ Honours Degree in any Degree Built Environment Field with a minimum of 3 years' experience. A valid driver's licence. Compulsory registration with the SACPCMP as Professional Construction Project Manager. Knowledge And Skills: Public Service Regulations, Public Service Act. Departmental service delivery principles, PFMA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Skills. Conflict Resolution / Problem Solving Skills. Competencies: Leadership skills. Client management. Analytical skills. Project management. Research and development. Computer literacy. Change management. Knowledge of legal compliance. Technical report writing. Networking. Problem solving and analysis. Solutions-oriented. Planning, Organising and execution. Decision making. Team work.

- DUTIES** : Manage and co-ordinate all aspects of projects: Guide the project planning. Implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resource needed and assign individual responsibilities; Manage day-to-day operational aspects of a project of scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Head of Buildings-Capital Works; 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 allocated related activities; maintain the records 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 projects management technologies; and Liaise with relevant bodies/councils on project management.
- ENQUIRIES** : Gqeberha post: contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
Enquiries: Mount Ayliff post: contact Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/199** : **ARCHITECT: TECHNICAL MAINTENANCE SERVICES FOR OTHER HEALTH FACILITIES& OTHER DEPARTMENTS (X2 POSTS)**
- SALARY CENTRE** : R721 476 per annum, (OSD), an all-inclusive remuneration package
Bhisho:
Ref No: DPWI 29/05/2024 (For Other Health)
Ref No: DPWI 30/05/2024 (Other Departments)
- REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) in Architecture with three (3) years post qualification architectural experience required. A valid driver's licence. Compulsory registration with SACAP as a Professional Architect Competencies: Programme and Project Management. Architectural and Operational Compliance. Architectural Operational Communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Architectural principles. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional Judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and Organising. Conflict management. Negotiation Skills. Change Management.
- DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236

e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

<u>POST 21/200</u>	:	<u>QUANTITY SURVEYOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R721 476 per annum, (OSD), an all-inclusive remuneration package Bhisho: Ref No: DPWI 31/05/2024 (For Health Facilities) Ref No: DPWI 32/05/2024 (Other Departments)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) with three (3) years post qualification quantity survey experience is required. A valid driver's licence. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. Knowledge and Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, Competencies: Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer Focus and Responsiveness. Financial Management. Research and Development. Technical Report writing.
<u>DUTIES</u>	:	Perform Quantity survey activities on buildings, structures or facilities. Coordinate professional teams on all aspects regarding Quantity Survey. Ensure adherence to Quantity Survey determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel. Report on expenditure and service delivery. Research and development. Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/201</u>	:	<u>TOWN PLANNER: LAND & PROPERTY HOLDINGS REF NO: DPWI 33/05/2024</u>
<u>SALARY CENTRE</u>	:	R721 476 per annum, (OSD), an all-inclusive remuneration package Mount Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in Urban/Town and Regional Planning with three (3) years post qualification experience required. Professional Registration with SACPLAN is compulsory. A valid driver's license. Knowledge and Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Government Immovable Asset Management (GIAMA), Deeds Act, Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Project and Programme Management. T&R Principles and Methodologies. Research and Development. Computer-aided applications. T&R knowledge of legal compliance. Creating high performance culture. Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer Focus and Responsiveness.
<u>DUTIES</u>	:	To provide all the Town planning services: Ensure the application of Town and Regional Principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Human Capital Development. Mentor, train and develop candidate town and regional planners. Supervise town and regional planning work processes. Office administration and Budget planning. Monitor and control budget. Report on expenditure and service delivery. Research and development. Liaise with relevant bodies/councils on town and regional

		planning related matters. Research Literature studies on town and regional technology to improve expertise.
<u>ENQUIRIES</u>	:	Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/202</u>	:	<u>CONTROL WORKS INSPECTOR: TECHNICAL SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R552 081 per annum (Level 10) Aliwal North Ref No: DPWI 34/05/2024 (Mechanical) East London Ref No: DPWI 35/05/2024 (General Buildings)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Electrical/Mechanical Engineering (T/N/S streams) or A N3 and passed trade test in the built environment /Mechanical), or Registration as an Engineering Technician (Mechanical). 3 years' experience at supervisory level in Mechanical within the built environment/ Salary Level 7/8. A valid driver's license. Knowledge And Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, OHS Act. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management.
<u>DUTIES</u>	:	Manage and coordinate quality control of new works and maintenance projects: Manage and monitor compliance with the National Building Regulations in inspection of properties. Manage contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Manage government used facilities condition assessment: Manage inspections on DPW used buildings, coordinate. Condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Attend meetings and submit reports. Monitor SMMES with respect to quality control: Recommend the appointment of clerk of works for each project where SMMES are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES in all the projects. Manage assistance of EPWP in development of SMMES. Manage resources: Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.
<u>ENQUIRIES</u>	:	East London: can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Enquiries: Aliwal North: can be directed to Ms H. Galeni/Mr M. Tshwaku Tel No: (051) 611 9800. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/203</u>	:	<u>CHIEF ARTISAN: GRADE A MAINTENANCE (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R455 223 per annum (OSD) Grahamstown Depot Ref No: DPWI 36/05/2024 Mthatha Depot Ref No: DPWI 37/05/2024 Nqamakhwe Depot Ref No: DPWI 38/05/2024 Mount Fletcher Depot Ref No: DPWI 39/05/2024
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence. Competencies: Technical design skills, Analytical skills, interpersonal skills, communication skills. problem solving, decision making, Planning & Organizing, Driving skills.
<u>DUTIES</u>	:	Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking of daily preventative and maintenance work. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage

updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Control and monitor expenditure trends.

ENQUIRIES : Mount Fletcher: Enquiries: can be directed to Ms H.Galeni/ Mr. M. Tshwaku at 087 362 9971
Ngqamakhwe: Enquiries: can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115843
Grahamstown: Enquiries: post: contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
For enquiries for Mthatha posts: contact Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/204 : **ASSISTANT DIRECTOR: INFRASTRUCTURE DELIVERY FOR PROVINCIAL DEPARTMENTS REF NO: DPWI 40/05/2024**
Re-Advert: Applicants that previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration with three (3) years relevant supervisory experience within the built environment or salary level 7/8. A valid driver's licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF). Preferential Procurement Policy Framework Act, 5 of 2000. Provincial Growth and Development plan for Eastern Cape. Public Service Regulations 2016. PFMA. Programme and Project Management. People Management and Empowerment. Client Orientation and Customer focus. Communication.

DUTIES : Facilitate Construction Procurement Strategy and Infrastructure Programme Management Plan (IPMP). Facilitate Infrastructure Programme Implementation (IPIP) and Service Delivery Agreements. Facilitate Construction Procurement Process. Facilitate Sector and report on the Programme. Supervise allocated resources. Facilitate provision of programme support.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/205 : **ASSISTANT DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS REF NO: DPWI 41/05/2024**
Re-advert: applicants that previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Built Environment with three (3) years' relevant supervisory experience or salary level 7/8 in the Built Environment/Development Studies. A valid driver's licence. Knowledge and Skills: Infrastructure Development Management System, Built Environment Acts, Prescripts and Standards, Research, Development, & Innovation Methodologies, Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Analytical. Budget and Financial Management. Programme & Project Management. Strategic Management. Conflict Resolution / Problem Solving. Change Management. Research. Infrastructure Planning. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

DUTIES : Participate in researching appropriate best practice, trends and new developments / innovations in construction methodologies, alternative and green technologies; Participate in implement systems related to the

coordination of Integrated Infrastructure Development in relation to Portfolio, Programme & Project Management Support Services to Provincial Infrastructure Departments; Participate in processes for the development, implementation of strategies and plans to manage relations with stakeholders interfacing with the Directorate; Manage and implement effective and sound management environment within the directorate; Coordinate the implementation of effective and efficient identification and management of risks within the Directorate.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/206 : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: DPWI 42/05/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Public Management/ Public Administration/ Social Science with three (3) years' relevant experience or salary level 7/8 in Intergovernmental relation and stakeholder relations. A valid driver's licence Knowledge and Skills: Public Service Regulations, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information Management. Policies and Procedures. Facilitation. Report Writing. Research, Computer Literacy. Negotiation. Networking. Presentation, analytical. Financial. Project.

DUTIES : Stakeholder and IGR Strategy implementation. Support the unit with the implementation of a Stakeholder and IGR strategy that is specific to the mandate of the department and is based on the needs of the department's clients and partners, including local government. Develop and continuously update a Stakeholder Register for the department. Ensure attendance and representation of the department in the relevant IGR Forums. Ensuring ongoing and enhanced stakeholder relations are established and maintained. Assist in the revision and updating of the department's IGR and Stakeholder Relations Strategy in line with the Provincial Intergovernmental Relations Strategy. Track the implementation of meeting resolutions. Extract and distribute resolutions to relevant programmes and districts. Follow-up on progress made in the implementation of the resolutions. Identify mechanisms to improve implementation of resolutions. Coordinate and support district IGR offices to ensure proper follow-up and escalation from local IGR. Provide guidance and direction on the departmental participation in Provincial Events. Participate in the Provincial Steering Committee for Provincial Events. Provide support in the organising and hosting of departmental events. Render administrative services. Assist in the development of operational plan to guide the operations of the unit Compile administrative reports such as monthly and quarterly reports. Manage the allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/207 : **ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: DPWI 43/05/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/ related qualification majoring in HRM/Industrial Psychology with three (3) years' relevant supervisory experience or salary level 7/8 in Human Resource Provisioning. A valid driver's licence. Compulsory Introductory PERSAL Certificate. Knowledge and Skills: Public Service Regulations, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information Management. Policies and Procedures. Facilitation. Report Writing. Research, Computer Literacy. Negotiation. Networking. Presentation, analytical. Financial. Project. Competencies: Strategic Capability and Leadership. Programme and project management. People management and empowerment. Planning and organising. Knowledge management.

<u>DUTIES</u>	: Problem solving and analysis. Communication. Client orientation and Customer Focus. Financial Management.
<u>ENQUIRIES</u>	: Facilitate the recruitment and selection process. Facilitate the processing of employee records and Risks associated. Facilitate the implementation of Transfers and Secondments. Supervision of Staff. Facilitate implementation of Confirmation of employment. Facilitate processing of incentives; Pay Progression, Grade Progression, Acting Allowance. Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/208</u>	: <u>ASSISTANT DIRECTOR: EPWP- DISTRICT COORDINATION (X3 POSTS)</u>
<u>SALARY CENTRE</u>	: R444 036 per annum (Level 09) : Mt Ayliff Ref No: DPWI 44/05/2024: : Mthatha Ref No: DPWI 45/05/2024: (: Queenstown Ref No: DPWI 46/05/2024
<u>REQUIREMENTS</u>	: National Senior Certificate, National Diploma in Social Science/ Public Administration/Management, Developmental Studies, with three (3) years relevant supervisory experience or salary level 7/8 in EPWP Coordination. A valid driver's license. Knowledge & Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and, Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking. People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational, Conflict Resolution / Problem Solving.
<u>DUTIES</u>	: Facilitate reporting of work opportunities in the EPWP by public bodies and ensure that reporting is aligned to the business plan targets, Facilitate the implementation of business plan by sector departments and municipalities. Facilitate consolidation of business plan. Conduct one on one engagements to encourage reporting on of assets. Municipalities and Departments. Conduct monitoring of projects and follow up thereafter on non-performance through site visits. Facilitate the establishment and sittings of sector committees in the region. Facilitate verification of Projects and files to encourage compliance. Facilitate training of officials from public bodies so as to understand the EPWP reporting system, its operations and time frames. Monitor and coordinate the implementation of EPWP by all public bodies. Promote and ensure compliance to EPWP Ministerial determination. Facilitate implementation of EPWP Guidelines on EPWP projects. Facilitate provision of technical support to public bodies. Conduct project visit as part of verification. Coordinate sittings of EPWP coordinating structures according to SOP. Coordinate the signing of protocols and integrated grant agreements by municipalities. Coordinate and monitor compliance with DORA requirements. Manage stakeholder relations in the Region. Conduct workshops on EPWP. Engage stakeholders at IDP & IGR level on EPWP progress. Establish partnership with Department of Labour in relation to compliance issues. Supervise the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	: for Mount Ayliff: Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 For enquiries for Mthatha post: contact Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 For enquiries for Queenstown post: contact Ms N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/209 : **ASSISTANT DIRECTOR: EPWP- INNOVATION & EMPOWERMENT (X2 POSTS)**

SALARY : R444 036 per annum (Level 09)
CENTRE : Bhisho Ref No: DPWI 47/05/2024
East London Ref No: DPWI 48/05/2024

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Developmental Studies/Social Sciences/Public Management/Public Administration/Small Business Enterprise with three (3) years relevant supervisory experience or salary level 7/8 in Innovation & Empowerment. A valid driver's licence. Knowledge and Skills: Project Management Principles, Meeting procedures, Report writing, Stakeholder and customer relationship management. EPWP principles and guidelines. Report writing. Stakeholder and Customer relationship management principles. Policy management. Communication skills.

DUTIES : Facilitate training of EPWP beneficiaries. Promote enterprise development. Contribute to the development of artisans and labour intensive practitioners. Facilitate and implement NYS. Facilitate and implement contractor development programme. Create work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services at community level that contributes toward poverty alleviation. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Facilitate the creation of alternative income, job, and sustainable livelihood opportunities for household contractors.

ENQUIRIES : Bisho: enquiries can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
East London: enquiries can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 21/210 : **ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT EPWP REF NO: DPWI 49/05/2024**

SALARY : R444 036 per annum (Level 09)
CENTRE : Mount Ayliff

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6 in Social Sciences/Public Administration/Public Management/ Developmental Studies/Monitoring & Evaluation with three (3) years relevant supervisory experience or salary level 7/8 in Community Development. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.

DUTIES : Manage and monitor the implementation of Community Development projects and programmes/ Develop recruitment and implementation plans for the unit/ Manage social facilitation and stakeholder engagements/ Facilitate recruitment of EPWP participants/ Manage and sign off the payment of UIF for EPWP programme participants/ Conduct site visits & project steering committee meetings for community development project sites/ Manage implementation of LIC job creation interventions/ Manage partnerships with other role players, e.g. Department of Employment and Labour (UIF & COIDA compliance). Manage the allocated resources/ Maintain high standards by ensuring that the team produces excellent work in terms of quality, quantity and timeliness/ Resolve problems of motivation and control with minimum guidance from

		manager/ Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities/ Manage daily employee performance and ensure timely Performance Assessments of all subordinates/ Ensure management , maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
<u>POST 21/211</u>	:	<u>ASSISTANT DIRECTOR: MONITORING & EVALUATION: EPWP (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09)
	:	Bhisho Ref No: DPWI 50/05/2024
	:	Aliwal North Ref No: DPWI 51/05/2024
	:	Gqeberha Ref No: DPWI 52/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Monitoring & Evaluation/Public Management/ Public Administration/ Social Science with three (3) years relevant supervisory experience or salary 7/8 in Monitoring & Evaluation. A valid driver's licence. Knowledge and Skills: Constitution of the Republic of South Africa, Act No.108 of 1996. Public Service Act, Proclamation 103 of 1994 as amended, Public Service Regulations, 2001 as amended, Public Finance Management Act (PFMA); Public Service Regulations, EPWP Policy, EPWP Monitoring & Evaluation Framework. Planning, Computer literacy skills, Analytical skills, Problem solving skills, Policy development skills, Monitoring and Evaluation, quality management, Presentation and Report Writing Skills, Research knowledge.
<u>DUTIES</u>	:	Monitor delivery of the set targets and assess performance on the EPWP Reporting System: Collect consolidated projects to be implemented and reported by the public bodies supported from coordination. Verify and analyse the source documents (data) for projects to be captured on the EPWP-RS for compliance, completeness, quality and validity. Verify the compiled listing of the participants employed and reported to the EPWP-RS. Monitor progress reporting in the EPWP RS. Monitor all lead sector departments and public bodies towards the implementation of the EPWP according to EPWP norms and standards: Monitor the implementation of Public Bodies business plans to ensure EPWP compliance. Critical analyse Public Bodies performance on EPWP Reporting System versus the Business plan. Produce and disseminate evaluation reports and recommendations to Public Bodies. Facilitate and support action plans and intervention to address immediate systems challenges in Public Bodies. Facilitate Monitoring and Evaluation forum. Conduct site visits to check compliance to EPWP guidelines. Conduct Data Quality Assurance and file verification checks on projects reported on EPWP-RS Draft reports on the monitoring activities undertaken. Provide capacity building to sectors and public bodies: Identify Public Bodies that need data capturing support. Facilitate site data capturing training to public bodies. Oversee data capturing sessions to support public bodies. Supervise allocated resources: Facilitate the development of performance contracts and performance reviews for personnel. Monitor leave register for staff. Consolidate monthly & quarterly performance report. Compile monthly budget and expenditure for unit. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za Enquiries: Can be directed to Ms H. Galeni/Mr M. Tshwaku Tel No: (051) 611 9800 at e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za Enquiries: contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer at Tel No: (041) 390 9032

POST 21/212 : **ASSISTANT DIRECTOR: LAND & PROPERTY DEVELOPMENT AND PROPERTY HOLDINGS (X2 POSTS)**

SALARY CENTRE : R444 036 per annum (Level 09)
: Mount Ayliff Ref No: DPWI 53/05/2024
: East London Ref No: DPWI 54/05/2024

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Real Estate/ Property development/Property Valuation Management, LAW/ any property related studies with three (3) years' relevant experience in supervisory level (level 7/8) in Property Management. A valid driver's license. Knowledge and Skills: Knowledge base encompassing public works programmes, government policies, principles, project management methodologies, stakeholder engagement practices, budgeting and financial management principles, data analysis techniques, risk management concepts, and policy analysis skills. Complementing this knowledge, essential skills include leadership and team management abilities, effective communication, problem-solving prowess, sound decision-making, negotiation skills, project planning and execution expertise, adaptability and resilience, networking and relationship-building capabilities, attention to detail. By continuously developing and refining these knowledge areas and skills.

DUTIES : To provide the development and property holdings management within the district. Facilitate the development and maintenance of Immovable Asset Register, Facilitate the acquisition and disposal of immovable assets in the district. Coordinate the survey & consolidation projects on state owned properties, Coordinate Land Audit Projects conducted, administer the vesting process. Liaise with both internal & external stakeholders to develop strategies and plans for the land administration within the district ensuring adherence to timelines, budgets, and quality standards/ Liaise with various stakeholders including government departments, municipalities, NGOs, and community organizations to resolve any issues that may arise to land administration. IAM guidelines, policies, and procedures at all stages of project implementation within the district/ Prepare regular reports on project progress, expenditure, and outcomes for submission to delegated authorities. Assist in the preparation and management of the district's IAM budget, including allocating funds to specific activities/ Monitor expenditure and ensure financial accountability and transparency in line with financial regulations and guidelines and develop risk mitigation strategies / Stay informed about relevant policies, legislation, and best practices related to management of immovable assets, and support staff within the directorate and district. Foster a positive work environment that promotes teamwork, collaboration, and professional development.

ENQUIRIES : can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
Enquiries: can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 21/213 : **ASSISTANT DIRECTOR: LEASE PORTFOLIO MANAGEMENT (X2 POSTS)**

SALARY CENTRE : R444 036 per annum (Level 09)
: East London Ref No: DPWI 55/05/2024
: Queenstown Ref No: DPWI 56/05/2024

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management Studies/ Law with three (3) years' relevant experience at a supervisory level or S/L 7/8 in Lease Portfolio Management. A valid driver's licence. Knowledge & Skills: Departmental service delivery principles, PFMA, SCM Prescripts, Programme and Project Management, Property Market Research, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures, Batho Pele Principles, Stakeholder and customer relationship management principles. Advanced report writing skills, Computer Literacy, Presentation, Project Management, Applied Strategic Thinking, Analytical Thinking, Negotiation and Conflict Management skills, willing to adapt to work schedule in accordance with professional requirements, must be prepared to travel, Ability to communicate at all levels, Ability to work under pressure, Team Player, People Management.

<u>DUTIES</u>	:	Supervise Income Leases. Supervise the Disposal of leases. Supervise and coordinate Municipal accounts. Obtain the register of properties owned by Public Works & Infrastructure in the District. Coordinate partnerships for Specific property development initiatives. Render administrative support services to SCM processes relating to leases management Supervise the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Enquiries: can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 21/214</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES & OPERATIONS MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09) Gqeberha Ref No: DPWI 57/05/2024 Mount Ayliff Ref No: DPWI 58/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 in any Built environment/Facilities Management related qualification with 3 years' experience in supervisory level or SL7/8 in Facilities Management. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape. Public sector legislation and procedures. Stakeholder and customer relationship management principles Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Facilitate provision of cleaning services. Facilitate provision of gardening services and beautification services. Facilitate provision of conditional assessments. Facilitate the maintenance of state owned properties. Facilitate provision of security services. Manage allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Enquiries: Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 21/215</u>	:	<u>CONSTRUCTION HEALTH & SAFETY SPECIALIST: CAPITAL WORKS REF NO: DPWI 59/05/2024</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09) Mount Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Safety/Risk Management (NADSAM)/ NEBOSH/ SAMTRAC qualification or related qualification. Must be registered as a construction health & safety officer with SACPCMP. An Auditing qualification would be advantageous. A minimum of 6 years' experience as a Health & Safety Manager within the construction industry Must have a valid driver's license Knowledge and Skills: Advanced knowledge in Microsoft Office (Excel, Power Point, Word & Outlook) Working knowledge of the OHS Act, Principles, and Construction Regulations Knowledge of relevant legal requirements. Good interpersonal and communication skills. Excellent judgement and decision making. Strong planning, organising and control skills. Troubleshooting abilities. Decision making, problem-solving and deadline-driven. Able to communicate effectively to all levels in the department. A self-starter who takes a proactive approach and has good decision-making skills. A self-motivated individual who excels in a challenging environment.
<u>DUTIES</u>	:	Facilitate the risk management process and implementation of risk management strategies after serious incident/accidents and the updating of new processes. Assist and facilitate serious incident investigations and verification of corrective and preventative action plans. Ensure investigations

are conducted and reported in line with legal and statutory requirements of the applicable legislation dependent on industry sector. Compile close out reports and submit upon completion of serious investigations. Prepare business report on specific findings, planned activities, specific interventions and client interactions. Provide technical guidance and consulting to management on risk management and risk assessments. Conduct regular audits on the baseline risk assessment to ensure risks have been incorporated into working procedures. Communicate findings and recommendations of audit findings and monitor the implementation of corrective and remedial actions. Compile regular accurate, relevant and timely formal and ad-hoc reports. Ensure all actions from management meetings are implemented as agreed. Ensure compliance with all applicable company standards, policies as well as ISO 14001 and OHSAS 18001 standards. Adhere to agreed policies, processes, standards, procedures, protocols and documentation at all times. Ensure SHE management systems are implemented and maintained.

- ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
- POST 21/216** : **ASSISTANT DIRECTOR: TECHNICAL PORTFOLIO SERVICES: EDUCATION FACILITIES REF NO: DPWI 60/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in any Built environment with three (3) years relevant supervisory experience or salary level 7/8 in the built environment. A valid driver's licence. Knowledge And Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF). Preferential Procurement Policy Framework Act, 5 of 2000. Provincial Growth and Development plan for Eastern Cape. Public Service Regulations 2016. PFMA. Programme and Project Management. People Management and Empowerment. Client Orientation and Customer focus. Communication.
- DUTIES** : Facilitate Construction Procurement Strategy and Infrastructure Programme Management Plan (IPMP). Facilitate Infrastructure Programme Implementation (IPIP) and Service Delivery Agreements. Facilitate Construction Procurement Process. Facilitate Sector and report on the Programme. Supervise allocated resources. Facilitate provision of programme support.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
- POST 21/217** : **ASSISTANT DIRECTOR: PHYSICAL SECURITY: SECURITY AND PROTECTION MANAGEMENT REF NO: DPWI 61/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Security Studies/Policing/Criminology with three (3) years relevant supervisory experience or salary level 7 or 8 in Security Management field. PSIRA registration grade A. A valid driver's licence. Knowledge and Skills: Public Finance Management Act (PFMA), applicable legislation and prescripts, government programmes, Information management policies and procedures, presentation methodology, computer literacy, occupational health and safety, protocol, facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical, financial, project management, strategic planning, motivational skills.
- DUTIES** : Implement physical security services in the department, Implementation of the Departmental security policy, directive / SOPs on physical security, ensure that all facilities are safeguarded. Conduct evaluations and Implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems, ensure implementation of security measures at prestige facilities. Implementation of identification card system to identify all employees and visitors. Coordinate security clusters during District events where the Member of the Executive Council appears, implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas at Head Office,

develop, implement and monitor implementation of contingency plan, conduct awareness on physical security. Ensure effective management of the control room, implement proper key and key combination controls as per the Departmental Key Control directive. Conduct security investigations regarding physical security breaches. Conduct in-house security investigations regarding physical security breaches. Implementation of the Departmental security directive: breach of security. Investigate all physical security related breaches occurring at Head Office and report to the relevant security structures. Keep record of all security incidents in the Department. Investigations can be conducted in the districts / regions on invitation. Ensure monitoring, maintenance, upgrading and installation of security systems at identified facilities. Manage and monitor contracted security services. Ensure that contracted companies comply with the Service Level Agreement. Draft specifications of security tenders. Manage and monitor contracted security companies performing security services. Conduct monthly meetings with security contractors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Management of resources: Manage human resources of the component. Manage physical resources of the component. Manage financial resources of the component. Manage information resources of the component. Submit weekly, monthly reports with regards to the key objectives.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/218 : **ASSISTANT DIRECTOR: LAND SCAPPING & HORTICULTURE REF NO: DPWI 62/05/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Real Estate/ Facilities Management/built environment with three (3) year's relevant supervisory experience or salary level 7 or 8 in land scaping & horticulture environment. A valid driver's licence. Knowledge and Skills: Extensive knowledge about trees, flowers and bushes. Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Occupational Health & Safety. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Planning skills, Ability to organise and manage work, problem – solving, Communication, Interpersonal skills, Project Management, Team Work.

DUTIES : Manage provision of horticulture services: Identify properties to be provided with gardening services. Monitor growth and maintenance of plants for indoor and outdoor use. Monitor beautification of government facilities grounds. Manage provision of recreation facilities. Manage cultivation of the soil. Produce and provide plants. Landscaping: Assist with landscaping maintenance, restoration and design. Install and cultivate functional and ornamental plants. Transplant and prune shrubs and small trees. Manage weeding of landscape beds and assist with mulching. Identify and treat potential pests or diseases. Provide plant care advice to other team members and clients. Manage the rendering of administrative functions: Compile and submit a request to Supply Chain. Facilitate the Bidding process. Facilitate the allocation of the successful bidder. Monitor the performance for the duration of the contract. Monitor preparation of payments for service provider. Manage the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervise allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/219 : **ASSISTANT DIRECTOR: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 63/05/2024**

SALARY : R444 036 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Bhisho
	:	National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 3 years' relevant supervisory experience or salary level 7/8 in the customer care environment. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Provide customer relations and frontline improvement services (service standards and charter, complaints mechanisms, reception management). Provide and coordinate 24-hour customer contact centre. Provide full redress on complaints lodged by public works and Infrastructure clients. Administer customer relationship management. Supervise the allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/220</u>	:	<u>ASSISTANT DIRECTOR: DISTRICT SUPPORT REF NO: DPWI 64/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09)
	:	ADDO
	:	National Senior Certificate, National Diploma NQF Level 6 in Public Management/ Public Administration/Public Relations/Social Science/Development Studies with 3 years' relevant supervisory experience or salary level 7 or 8 in IGR, Stakeholder Engagement and Communication. A valid driver's license. Knowledge and Skills: RSA Constitution-Cooperative Governance, Public Service Act, Public Service Regulations, IGR Framework Act, National/Provincial Development Plan, District Development Model & Integrated Development Plan.
<u>DUTIES</u>	:	Manage and coordinate Stakeholder Relations: Establish and maintain stakeholder relations, Develop stakeholder database Generate and communicate feedback on issues raised by relevant stakeholders Maintain effective relations with sector departments and Municipalities at District level: Attend and participate in all IGR forums Coordinate implementation of cluster collaborative Enhance cooperation between DPWI and relevant community based stakeholders Monitor implementation of resolutions. Manage rendering of communication services in the district: Monitor provision of internal and external communications to the stakeholders, manage maintenance of the brand for the department Manage marketing and advertising of District events and programs Monitor participation in relevant communication forums inside and outside the department Monitor development of District newsletters. Manage the rendering of effective and efficient customer service to the clientele of the district: Manage handling of complaints Monitor reference of complaints to relevant officials, Ensure that follow ups are made by telephone, letter, fax or email so as to adhere to turnaround times, Implement and monitor adherence to Batho Pele Principles Compile weekly, monthly and quarterly customer care reports Manage distribution of departmental/district publications Monitor proper handling of incoming and outgoing calls and manage the front line desk. Render administrative functions: Coordinate development of District plans Report on implementation of project plans Monitor development of District AOP Receive and review enquiries regarding services of the Department. Supervise allocated resources: Maintain high standard of performance within teams to produce excellent work within stipulated timeframes for achievement of set objectives. Resolve problems of motivation and control. Delegate functions to staff based on individual potential, provide necessary guidance, and support and afford staff adequate training and

		development opportunities. Ensure timeously development of job descriptions, signing of workplan agreements and assessment of employees. Provide support on audit findings and risks within the unit.
<u>ENQUIRIES</u>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/221</u>	:	<u>ASSISTANT DIRECTOR: INTEGRITY AND ETHICS REF NO: DPWI 65/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Internal Audit/Law with a minimum of 5 years' relevant experience of which 3 years must be at a supervisory level or salary level 7 or 8. Certification as Ethics Officer will be an added advantage. Knowledge & Skills: Knowledge of Public Service legislation and Regulations; Integrity Management framework. Conceptual and analytical thinking. Good report writing skills. Verbal communication skills. Interpretation of policy. Creative presentation skills. Problem solving ability. Planning and organizing skills. Research capability, methodology skills. Honesty and integrity. Time management. Ability to work under pressure for extended periods. Computer literacy in MS Word, Excel and PowerPoint. Willing to travel extensively. Valid driver's license. No criminal record or pending cases.
<u>DUTIES</u>	:	Assist in Developing and Managing of Ethics Strategy, Policies and Programmes in the Department. Manage and ensure the investigation of reported cases of unethical conduct and conflict of interest of members Administration and coordination of the financial declarations by DPWI officials. Coordinate the implementation of ethics management strategy and plan in the department. Identification of ethics gaps by conducting integrity assessment within DPWI. Monitor, evaluate and report on remunerative work performed outside the Public Service. Monitor and report on the ethics performance of the organisation. Monitor and report on integrity systems and processes within the. Manage and monitor compliance to policies. Conduct Lifestyle reviews and lifestyle Audits and draft reports for review by the deputy director. Provide support to the Departmental Risk & Ethics Committee including managing human and financial resources. Liaise with stakeholders.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/222</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DPWI 66/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Internal Audit, with 3 years' relevant experience at supervisory level or SL7/8 in internal auditing. A valid drivers' licence Knowledge and Skills: PERSAL, Public Service Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, HR management principles, Performance management and development, Public Finance Management Act, 1999, PSR (Public Service Regulations), Meeting procedures, Report writing, Interpersonal conflict and resolving problems, Team leadership, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis.
<u>DUTIES</u>	:	Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Develop proposals to determine the scope of allocated internal audits. Collect analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work

program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit environment. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Provider inputs for the enhancement of the audit methodologies and technologies.

ENQUIRIES : can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/223 : **ASSISTANT DIRECTOR: RECRUITMENT & CONDITIONS REF NO: DPWI 67/05/2024**

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Aliwal North
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/ Public Management/Public Administration with three (3) years' relevant supervisory experience or salary level 7/8. A valid driver's licence. Compulsory Introductory PERSAL Certificate. Knowledge and Skills: Public Service Act; Public Service Regulations 2016, Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Computer skills, Organizational Skills, Communication, Programme and project management.

DUTIES : Coordinate recruitment and selection process. Consolidate Annual Recruitment Plan. Facilitate recruitment and advertisement of posts. Approve transactions on PERSAL. Facilitate the implementation of transfers, secondments and acting appointments. Confirm probation on PERSAL. Manage implementation of service benefits. Conduct information-sharing sessions on service conditions and benefits. Manage the implementation of the Policy on Incapacity leave and Ill-Health Retirement (PILIR). Manage processing of service terminations. Facilitate processing of pension payouts and leave gratuities. Facilitate implementation of housing allowance. Facilitate implementation of long service awards. Facilitate implementation of grade progressions and OSD translations. Manage HR registry. Facilitate opening, closing and archiving of files. Manage proper 17 maintenance of records according to National Minimum Information Requirements (NMIR). Control movement of files. Supervise allocated resources. Maintain high standard of performance within teams in order to produce excellent work within stipulated timeframes for achievement of set objectives. Resolve problems of motivation and control. Delegate functions to staff based on individual potential, provide necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions, signing of workplan agreements and assessment of employees. Provide support on audit findings and risks within the unit. Working odd hours and perform with diligence other delegated duties.

ENQUIRIES : can be directed to Ms. H. Galeni/ Mr. M. Tshwaku at (087) 362 9971
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/224 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: DPWI 68/05/2024**

SALARY CENTRE : R444 036 per annum (Level 09)
: Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma in HRM/ Public Administration/Public Management, NQF Level 6 with 3 years' relevant experience at a supervisory level or SL7/8. A valid driver's license. Compulsory Introductory PERSAL Certificate. Knowledge and Skills: PERSAL, Public Service Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, HR management principles, Performance management and development, Public Finance Management Act, 1999, PSR (Public Service Regulations), Meeting procedures, Report writing, Interpersonal conflict and resolving problems, Team leadership, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis.
<u>DUTIES</u>	:	Administer service benefits and conditions of service. Administer employee benefits, e.g. Resettlement, Long Service Recognition, Housing Allowance, Housing Guarantee. Administer conditions of service, e.g. hours of attendance, dress codes, leave administration and PILIR etc. Provide an advisory and information service to employees regarding employee benefits and obligations. Administer service Terminations. Ensure that all employees are admitted to Pension Fund. Ensure speedy processing of pension benefits. Ensure that the nomination forms are updated continuously in files. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.). Conduct workshops on Service Terminations. Facilitate Leave Administration. Ensure appointment of leave monitors in all the components. Ensure that Leave transactions are authorised. Ensure reconciliation of leave files with PERSAL. Ensure PILIR reports are compiled and submitted to SOMA. Ensure submission of SOMA results to relevant officials. Conduct workshops on Leave management. Supervise allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms S. Mdoda Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/225</u>	:	<u>ASSISTANT DIRECTOR: PMDS REF NO: DPWI 69/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, /National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD, three (3) years relevant supervisory experience or salary level 7 or 8 in performance management. A valid Driver's Licence, Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
<u>DUTIES</u>	:	Collating and consolidating data on the reviewing of Performance Management Development System policy. Facilitate the implementation of the Performance Management Development System plan. Coordinate the submission of the PMDS documents. Accurate validation of PMDS documents and communicate the outcomes. Audit the PMDS files in line with PMDS policy. Coordinate the appointment and sitting of the moderation committee and communicating the meeting outcomes. Coordinate with relevant departments the processing of incentives related to PMDS process. Advocate for the PMDS policy throughout the department. Manage the allocated resources of the sub-directorate. Ensure sound employment relations and commended customer service. Quality control of the work delivered by subordinates.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

<u>POST 21/226</u>	:	<u>ASSISTANT DIRECTOR: SKILLS, LEARNERSHIP & INTERNSHIPS REF NO: DPWI 70/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, /National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD, three (3) years relevant supervisory experience or salary level 7 or 8 in HRD/Skills Development. A valid Driver's Licence, Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
<u>DUTIES</u>	:	Coordinate implementation of Developmental Programmes within the Department. Facilitate the identification of mentors to support the interns and a nurturing environment. Facilitate the implementation of the Professional Developmental Programme. Conduct induction programme for interns and learners. Manage the allocated resources of the sub-directorate.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 21/227</u>	:	<u>ASSISTANT DIRECTOR: HRD, LABOUR RELATIONS & WELLNESS (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09) Queenstown Ref No: DPWI 71/05/2024 Mthatha Ref No: DPWI 72/05/2024 Aliwal North Ref No: DPWI 73/05/2024 East London Ref No: DPWI 74/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in HRM/ Public Management/Public Administration/Labour Relations/Labour Law/Social Science with three (3) years relevant supervisory experience or salary level 7/8 in the HRM field. A valid driver's license. Knowledge and Skills: All Acts regulating HRM; Public Service Act; Public Service Regulations; Archives and Records Management Act etc. Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Computer skills, Organizational Skills, Financial Management, Programme and project management.
<u>DUTIES</u>	:	Manage Human Resource Development: Facilitate training and development of employees, facilitate implementation of skills audit and workplace skills plan, facilitate implementation of PMDS and development, Manage and monitor implementation of Internship. Manage Employee Health and Wellness Programme: Facilitate implementation of HIV/AIDS and TB in the workplace, Monitor Health and Productivity Management, facilitate implementation of SHERQ services, Facilitate implementation of Wellness programme. Manage Employment Relations: Advise on labour relations matters, manage resolutions and outcomes of grievance matters, manage disciplinary process and implement, outcomes, provide secretarial support to the District Labour, Forums, Facilitate and implement outcomes of dispute and disciplinary matters. Supervise application of grievance procedure, Represent the department in misconducts and dispute. Supervise allocated resources: Maintain high standard of performance within teams, in order to produce excellent work within stipulated timeframes for achievement of set objectives. Resolve problems of motivation and control. Ensure timeously development of job descriptions, signing of work plan agreements and assessment of employees. Ensure management, procurement, maintenance and safekeeping of assets. Participate in strategic planning sessions to develop district operational plans and ensure accurate implementation and reporting thereof. Provide support on audit findings and risks within the unit.
<u>ENQUIRIES</u>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

Enquiries: can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
 Enquiries can be directed to Ms. H. Galeni/ Mr. M. Tshwaku at 087 362 9971. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
 Enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

POST 21/228 : **ASSISTANT DIRECTOR: HRD, LABOUR RELATIONS & WELLNESS (X2 POSTS)**

SALARY CENTRE : R444 036 per annum (Level 09)
 : Gqeberha Ref No: DPWI 75/05/2024
 : Mthatha Ref No: DPWI 76/05/2024

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in SCM/Logistics/ Supply Chain and Operation Management/Purchasing Management / Procurement with 3 years' relevant experience in Demand Management at supervisory level or salary level 7 or 8. A valid driver's licence Knowledge and Skills: National Treasury Prescripts and Circulars. Provincial Treasury Prescripts and Circulars. SCM Delegations, Policies and Prescripts. Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. CIBD. BBBEE. PPPFA. Policies and Procedures. People Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Motivational Conflict Resolution / Problem Solving.

DUTIES : Facilitate the development of procurement/quotation plans for the district: Liaise with programme heads to source inputs. Analyze and verify the plans in consultation with the programmes/units. Align the draft procurement plan with the allocated budget. Consolidate the District procurement plan. Monitor, review, and assess existing plans and report and check compliance on the submitted RFQ's and RFP's. Monitor spending analysis of the procurement plan and submit reports. Conduct needs analysis of the district: Verify past spending of the district. Compare stores against procurement plan. Advise on District needs planning and spending. Assess District future needs. Perform commodity/industry analysis: Check available commodities in the market to meet the requirements of the district. Conduct industry analysis to determine type of industries. Perform life cycle cost analysis for the district. Provide updated price index. Monitor procurement process of goods and services: Ensure timeous procurement of goods/services. Ensure value for money in the procurement of goods/services. Check the completeness and correctness of Request for Quotations. Advise during Bid Specification Committee (BSC) sittings. Monitor compliance with SCM prescripts. Identify risks and Implement control measures. Implement Audit Action Plans. Monitor safe keeping of BID documents. Compile monthly, quarterly, and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
 Can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

POST 21/229 : **ASSISTANT DIRECTOR: BUDGET & EXPENDITURE (X2 POSTS)**

SALARY CENTRE : R444 036 per annum (Level 09)
 : Gqeberha Ref No: DPWI 77/05/2024
 : East London Ref No: DPWI 78/05/2024

<u>REQUIREMENTS</u>	:	Senior Certificate, National Diploma NQF Level 6 in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financial Management/Taxation/B. Com in Finance or Accounting with 3 years' relevant supervisory experience in Budget and Expenditure or salary level 7 or 8. A valid driver's licence. Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge of Financial Administration; Budget Examination and Analysis; SCOA. Planning and Organising Skills, Good interpersonal relations. Presentation skills. Computer Literacy and Problem-Solving skills.
<u>DUTIES</u>	:	Monitor implementation of budget management: Monitor compliance with PFMA from programmes. Monitor, identify and advise programmes on over/under expenditure. Supervise the preparation working paper for implementation of adjustments. Monitor the implementation of virements and shifting. Monitor and give technical advice on the availability of funds and on shortfalls. Identify and correct misallocations on budget balancing. Monitor distribution of budget according to programmes. Monitor implementation of budget planning: Compile the consolidation of budget inputs from various programmes. Prepare the budget in line with the database. Monitor the preparation and attach tables to the estimate of provincial revenue and expenditure. Monitor the personnel data on the database. Monitor preparation of working paper and workbook before loading. Monitor effective processing of payments: Monitor payment of suppliers. Draw invoice detailed reports. Pre-authorization & final authorization of payments on LOGIS system. Update invoice tracking register (Reapatala). Draw disbursement reports and payments stubs. Facilitate creditor's reconciliation. Compile a risk management profile for the section. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets and to develop appropriate skills.
<u>ENQUIRIES</u>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Enquiries: can be directed to Ms. L. Magama Tel No:(043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 21/230</u>	:	<u>ASSISTANT DIRECTOR: PRE-AUDIT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R444 036 per annum (Level 09) Mount Ayliff Ref No: DPWI 79/05/2024 Gqeberha Ref No: DPWI 80/05/2024 Queenstown Ref No: DPWI 81/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financial Management/ Taxation/B. Comm in Finance/B Com Accounting three (3) years' relevant experience in Pre Audit Environment at a supervisory level or salary level 7/8. A valid driver's licence. Knowledge and Skills: In-depth understanding of legislative framework that governs the Public Service. Knowledge of the PFMA. Treasury Regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. Knowledge of PERSAL, BAS and LOGIS. Knowledge of DORA. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices, Knowledge of SCOA, Presentation skills, Research, Report Writing, Negotiation, Interpersonal Relations, Facilitation, Analyzing, Conflict Management, Communication. Computer Literacy and Working in a team.
<u>DUTIES</u>	:	Interpret financial policies, procedures and monitor the implementation thereof: Facilitate implementation of policies, strategies, and business plans in accordance with National and Provincial regulatory frameworks and directives. Monitor regular updating/reviewing/renewing and roll out of business plans for pre-audit services. Monitor, evaluate and report on the effectiveness and

efficiency of policies and plans on a regular basis. Monitor compliance with relevant statutory prescripts on procurement and payment requests: Check the authenticity of payment requests and vouchers prior to the processing and payment thereof. Ascertain that certificates are issued with reasonable time upon receipt of commitment forms. Monitor internal controls. Administer the rendering of effective pre-audit services: Report on incidences of non-compliance and irregularities. Compile a risk management profile for institutions. Report on and recommend interventions aimed at resolving incidences of non-compliance. Report findings of the Internal Audit unit and recommend remedial actions. Compile, monthly, quarterly, and annual reports. Maintain safekeeping of value documents: Keep value documents in a strong room. Issue documents on request by users. Monitor closure of value documents during financial year end, Interact with end users and Auditor General during audit period. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance and safekeeping of assets practice, and to develop appropriate skills.

ENQUIRIES : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
 Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
 Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/231 : **ASSISTANT DIRECTOR: SALARIES (X2 POSTS)**

SALARY CENTRE : R444 036 per annum (Level 09)
 : Gqeberha Ref No: DPWI 82/05/2024
 : Aliwal North Ref No: DPWI 83/05/2024

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Cost & Management Accounting/Financial Accounting with three (3) years relevant supervisory experience or salary level 7/8. A valid driver's licence. Knowledge and Skills: Planning and Organising, Good interpersonal relation skills, Presentation skills, Computer Literacy, Problem Solving skills. Knowledge of the PFMA, Treasury Regulations, Knowledge of BAS and PERSAL, Knowledge on Financial Administration.

DUTIES : Supervise and perform salary administration support services: Supervise allocation of salary advices, Monitor processing of salary advices, Monitor capturing of salaries, bonuses, salary adjustments and deductions, Authorise all salary related payments, Supervise the filing of all documents. Administer effective salary administration services: Compile a risk management profile for the section, develop salary administration control system, Report findings of the internal audit unit and recommend remedial actions. Monitor clearance of salary accounts: Ensure all salary related suspense accounts are cleared and reconciled on monthly basis, ensure all PERSAL exceptions are cleared on monthly basis before BAS system closure and that PERSAL & BAS expenditure is reconciled and submitted, ensure that all overpayments are reversed and recovered. Monitor rendering of general administration support services: Draw and analyze PERSAL management reports, Monitor and report on salary related processes, Compile monthly, quarterly and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure

		management, maintenance and safekeeping of assets practice, and to develop appropriate skills.
<u>ENQUIRIES</u>	:	Can be directed to Ms. H. Galeni/ Mr. M. Tshwaku at (087) 362 9971. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/232</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING REF NO: DPWI 84/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Financial Accounting with three (3) years relevant supervisory experience or salary level 7/8. A valid driver's licence. Knowledge and Skills: Knowledge of National Treasury prescripts. Knowledge of guidelines related to recording and reporting for immovable assets. Sound knowledge on Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of property prescripts and procedures. Knowledge on the preparation of Annual Financial Statements (AFS) in terms of GRAP- related to immovable asset management. Computer literacy-database administration. Ability to compile reports for the Manager. Knowledge and understanding of the definition of State Land. Knowledge of Public Finance Management Act 1 of 1999 Competencies: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.
<u>DUTIES</u>	:	Improved Asset Management Maturity Index for Asset Register data through maintaining and developing the financial component of the Immovable Asset Register. Manage work in progress register. Analyse guides and circulars for recording and reporting (e.g. valuation model). Disclosure note and annexures for immovable assets. manage allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/233</u>	:	<u>ASSISTANT DIRECTOR: NON-FINANCIAL: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING REF NO: DPWI 85/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Financial Accounting with three (3) years relevant supervisory experience or salary level 7/8. A valid driver's licence. Knowledge and Skills: Knowledge of state land administration. Knowledge of South African property law. Knowledge of the definition of state land and historic and current tenure registration systems. Knowledge of survey records. Knowledge of deeds registry records. Knowledge property legislation, guidelines and prescripts National Treasury guidelines and prescripts related to the recording and accounting of immovable assets Knowledge of property systems (Deeds, LAW, PMIS, LOGICA, CSG). Information Management Government Programmes. Public Services Act and Regulations. Computer Skills (Advance Excel, data bases, GIS and PowerPoint) Research skills (property related). Data analysis and interpretation (property related data) Interpretation of survey records Interpretation of deeds records Interpretation of spatial data (including topographical maps) interpretation of historic records (e.g. proclamations, maps) interpretation of financial records (e.g. WIP, valuations) Accuracy and high sense for detail (extremely important) Planning (Town and Regional Planning, Spatial planning, Urban design, Revitalization of towns etc.) Competencies: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.

<u>DUTIES</u>	:	Facilitate improved asset management maturity index for asset register data-number of immovable assets verified in the immovable asset register (IAR) in accordance with the minimum requirements of National Treasury. Facilitate the confirmation of vesting of provincial deemed properties in terms of Item 28(1) to Schedule 6 of the Constitution. Asset and portfolio planning management through property research and the implementation of the provincial land audit and survey programmes. People Management & Empowerment.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/234</u>	:	<u>QUANTITY SURVEYOR TECHNOLOGIST: OTHER DEPARTMENTS REF NO: DPWI 86/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade A: R429 930 per annum, (OSD) Bhisho National Senior Certificate, Bachelor's degree NQF Level 7 in Quantity Surveying with three years post qualification quantity surveying technological/technical experience required. Valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor Technologist. Knowledge and Skills: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation.
<u>DUTIES</u>	:	Provide QS technical and technological services: Support Quantity Surveyor and other professionals by providing proper and accurate cost and estimates information; Advise on materials and construction processes; Promote safety standards in line with statutory and regulatory requirements; Value completed work and organize payments; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly define technology challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying QS principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain database. Research and development: Keep up with new technologies and procedures; and Research/literature studies on technical QS technology to improve expertise; and to liaise with relevant boards/councils on QS-related matters.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/235</u>	:	<u>ENGINEERING TECHNOLOGIST: OTHER DEPARTMENTS REF NO: DPWI 87/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R429 930 per annum, (OSD) Bhisho National Senior Certificate, B-Tech in Civil Engineering with three (3) years post qualification Engineering Technologist experience in Structural Engineering is compulsory. A valid driver's licence. Compulsory registration with ECSA as an Engineering Technologist. Knowledge and Skills: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation.
<u>DUTIES</u>	:	Provide structural technological advisory services. Support Engineers, Technicians and associates in field, workshop and office activities. Promote

safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/236 : **PROJECT COORDINATOR: EPWP INNOVATION & EMPOWERMENT (X2 POSTS)**

SALARY CENTRE : R376 413 per annum (Level 08)
: East London Ref No: DPWI 88/05/2024
: Mthatha Ref No: DPWI 89/05/2024

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Developmental Studies/Social Sciences with 1-2 years' relevant experience in the related field. A valid driver's licence. Knowledge & Skills: Public Finance Management Act (PFMA); Prescripts; DoRA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

DUTIES : Facilitate the implementation of National Youth Service and APT Cod. Develop Recruitment Plan according to depot needs. Distribute the Expression of Interest to all public bodies and notice boards. Receive and scrutinize qualifications of applicants according to policy and conduct selection. Prepare compliant contract documents. Convene briefing meeting with selected students, and obtain completed bank forms, medical fitness, declaration of disability and certified ID copies. Develop attendance registers and payment register for students. Distribute logbooks to learners. Procure and distribute PPE's to APT Cod and NYS. Facilitate and implement training and empowerment Programme. Facilitate logistics for training and empowerment and submit for approval. Prepare tender document for training and empowerment. Act as a project leader on all bid committees. Compile monthly reports. Monitor training. Facilitate and implement innovative initiatives. Facilitate community participation to introduce new initiatives. Develop the project implementation plan in order to pilot new initiatives. Register applicants on Amathuba Jobs Portal. Match the qualifying applicants on Amathuba Jobs Portal. Compile system generated monthly and quarterly reports. Supervise the allocated resources. Assist in the management the budget of the unit. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments.

ENQUIRIES : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
For enquiries contact Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767.
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/237 : **CHIEF WORKS INSPECTOR: GENERAL BUILDINGS: TECHNICAL SERVICES REF NO: DPWI 90/05/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Mount Ayliff
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Buildings or a N3 and passed trade test in the Buildings environment or Registered as an Engineering Technician with three (3) to five (5) years appropriate experience. A valid driver's licence. Knowledge And Skills: Project Coordination, Technical Design and Analysis Knowledge, Research and development.

DUTIES : Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services through inter alia the following; Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures through inspecting new and/or maintenance work undertaken on project sites to ensure that it is being in compliance with all relevant regulations and legislation and that proper quality control is maintained. Analyse and compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Supervise the performance and conduct of Works Inspectors.

ENQUIRIES : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/238 : **CHIEF WORKS INSPECTOR: FIRE SAFETY & PREVENTION: TECHNICAL SERVICES REF NO: DPWI 91/05/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Queenstown
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Buildings or a N3 and passed trade test in the Buildings environment or Registered as an Engineering Technician with three (3) to five (5) years appropriate experience. A valid driver's licence. Knowledge and Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, Management of people, risk, change and promotion of teamwork, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy Client orientation and customer focus skills, Report writing skills, Self – Management.

DUTIES : Implement fire prevention regulations and standards. Implement and monitor compliance with the National Building Regulations in inspection of properties. Implement servicing of fire safety equipment. Implement corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards. Implement the activities of contractors and provide professional advice and guidance in respect of compliance to regulations, legislation and processes. Implement fire protection Conduct inspections and testing of newly installed fire. Protection systems in line with approved designs. Conduct fire code compliance. Render fire education. Render awareness on fire safety and handling of fire equipment. Assist EPWP in the development of SMMEs. Supervise resources. Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

ENQUIRIES : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/239 : **LOGIS CONTROLLER: LOGISTICS & ASSET MANAGEMENT REF NO: DPWI 92/05/2024**

Re-advert: Applicants that previously applied may re-apply

SALARY : R308 154 per annum (Level 07)
CENTRE : Gqeberha
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Financial Management/Cost and Management Accounting with 1-2 relevant experience. A valid drivers licence Knowledge and Skills: Knowledge of PFMA, Treasury regulations and guidelines, Standard chart of accounts, Government financial systems, Principles and practice of accounting and auditing, Government accounting standards (GRAP) and Financial and management reporting

- requirements, Logis, Training on Logis, Have Communication, Analytical and Problem Solving, Attention to Detail, Planning and Organising skills and be Customer Service Oriented.
- DUTIES** : Maintain effective and efficient transversal system (LOGIS). System Security Control. Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets, and liabilities. Maintain an effective and efficient system management (safetyweb and Central Supplier Database), Facilitate Transversal System Training and Development. Management and Reporting.
- ENQUIRIES** : Gqeberha enquiries can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/240** : **WELLNESS OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPWI 93/05/2024**
Re-advert: Applicants that previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Gqeberha
: National Senior Certificate, National Diploma NQF level 6 in Social Sciences/Social Work/Psychology. Valid registration with a relevant Council is compulsory. 1-2 years' relevant experience in Employee Health and Wellness environment. A valid driver's licence. Knowledge and Skills: Knowledge of the Public Service Employee Health and Wellness Framework; Knowledge of EAPASA Standards and understanding of the National Strategic Plan on HIV, TB, and STIs, COIDA. Report writing, communication, interpersonal relations, relationship building, confidentiality, de-briefing and counselling, computer literacy, presentation, interpersonal conflict and resolving problems.
- DUTIES** : Render Implementation of Employee Assistance Programme (EAP) policy and related programmes: Conduct EAP awareness within the district. Coordinate sport and recreation activities. Open files for each EAP case referred to the Section. Facilitate referrals to professional institutions should a need arise. Analyse cases and recommend possible interventions. Provide counselling. Case management for IOD, medical, Psychological, Physical and clinical related. Render HIV & AIDS and TB diseases programs: Conduct HIV & AIDS and TB diseases awareness campaigns within the district. Organise support programs for those employees who have disclosed their HIV status. Ensure that people living with HIV & AIDS and TB are not discriminated in the workplace. Render Health and productivity management: Conduct awareness's of communicable and non-communicable diseases management. Conduct mental health awareness programs. Oversee full cycle for medical incapacity process. Maintain and compile statistical data on absenteeism and sick leave utilization. Develop and apply metrics to ensure effectiveness of health and wellness programmes and modify programmes based on the results. Source, negotiate with service providers or stakeholders to deliver wellness support with adherence of facilitation standards, methods and procedures. Prepare monthly/quarterly reports on delivered initiatives, planned initiatives and employee participation and feedback.
- ENQUIRIES** : Can be directed to Ms A. Meyer Tel No: (041) 390 9032/ Ms C. Bermoskie Tel No: (041) 390 9026
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/241** : **USER SUPPORT TECHNICIAN: ICT OPERATIONS REF NO: DPWI 94/05/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Bhisho
: National Senior Certificate/ NQF level 6 in Information Technology or relevant IT Qualification with minimum of 1-2 years' appropriate experience in ICT environment. A minimum of 1 year should be in ICT end-user support. Microsoft environment, LAN (Local Area Network), ICT Devices and Peripheral Installation, Maintenance and Support, ICT LAN Connection Troubleshooting and Support, ICT Client/Customer/Visitor Support with either one of the following recognised certifications such as CompTIA A+ or N+ or CCNA or any Microsoft recognised certification related to server administration or IT Support. A valid driver's licence. Knowledge and Skills: Knowledge of ITIL (Information Technology Infrastructure Library) and computer networks. Knowledge of

computer hardware, software, and peripherals such as servers, monitors, cables, physical 4 layer, printers, and modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting, and repairing applicable software, hardware and peripheral such as printers and related hardware. Knowledge of the OSI model and monitoring the LAN and WAN's. Knowledge of Microsoft Office365. Good communication (verbal and written), telephone etiquette, interpersonal, technical, organizational, analytical, problem-solving and advanced computer skills (MS Office package). including technical know-how.

DUTIES : Provide Desktop Support to all Departmental ICT Users: Ensure that all computers in the department are installed with the standard software. Ensure that all computers are joined on the organizational domain. Support ICT projects. Perform upgrades for new software versions and software rollouts on every device connected to the LAN. Liaison with IT service providers for any third-party support. Assist with the implementation of ICT risks control plans and audit intervention plans. Operate and maintain ICT boardroom A/V equipment. Provide security support by means of updated anti-virus software and network operational support for the department: Install Anti-virus software on user machines. Ensure security patches and antivirus are running and updated daily on each computer. Troubleshoot and repair network points in the department. Ensure that all users have access to the network. Provide and support internal access of electronic mail and communication systems: Create and configure mailboxes on user computers. Assist with the rollout and implementation of Microsoft Office365 and provide support thereof. Monitor helpdesk calls and complaints registration process: Receive call requests from service desk. Attend and resolve calls (incidents/problems/service request) logged with the ICT helpdesk, in line with the ICT Service Standards/SLA. Update service desk and assigned calls on the system and escalate if necessary. Close all resolved calls on the helpdesk system. Implementation, installation, upgrading and technical support of software operating systems and systems software packages on PCs. Ensure that all users data or information is backed using any back-up solution or technology used by the department.

ENQUIRIES : Can be directed to Mr L. Magqaza Tel No: (040) 602 4236 / Ms S. Zazini Tel No: (040) 602 4553
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/242 : **NETWORK CONTROLLER: ICT SERVICES (X3 POSTS)**

SALARY CENTRE : R308 154 per annum (Level 07)
East London Ref No: DPWI 95/05/2024
Queenstown Ref No: DPWI 96/05/2024
Aliwal North Ref No: DPWI 97/05/2024

REQUIREMENTS : National Senior Certificate/ National Diploma NQF Level 6 in Information Technology with 1-2 years' relevant experience. A valid driver's licence. Knowledge & Skills: Network Software, RICPCI Act, Network hardware, Use of network software, Analytical skills, Problem solving, Interpersonal Skills.

DUTIES : Monitor the User's calls and resolutions (Desktop support and maintenance). Receiving the calls logged by the Users. Resolve or escalate the call depends on its complexity. Support Transversal systems (BAS, LOGIS and PERSAL). Conduct preventative maintenance on Desktop and Laptops by managing Backup and Virus control. Backup User's information through CYBEC Backup System. Updating Virus in computers and Laptops Render maintenance for the warranty of the Desktop computers and Laptops, by conducting Equipment Audit.

ENQUIRIES : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Enquiries: can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Enquiries: can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/243 : **SECURITY TECHNICIAN: ICT INFRASTRUCTURE REF NO: DPWI 98/05/2024**

SALARY : R308 154 per annum (Level 07)

<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma/Degree in Information Technology, 1-2 years' experience in the related field Knowledge and Skills: Results/quality management. Decision making. Service delivery innovation. Change management. Client orientated and customer. Knowledge of Networks, Backup Policies, Computer software and Hardware. Knowledge of Information Security Principles and standards. IT Skills. Research. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy Troubleshooting.
<u>DUTIES</u>	:	Deploy and activate malicious software protection tools and ensure antivirus definitions on client's update automatically. Updating/scanning and maintaining all the AV clients. Upgrade all clients to the latest version. Generate antivirus exception reports and circulate to all regional ICT coordinators for execution. Distribute a list of infected machines to Regional Coordinators for scanning. Follow up with Regional Coordinators on reported machines. Implement backups and restores in line with the departmental policy. Monitoring daily, weekly and monthly backups. Take monthly backup tapes to East London for offsite storage. Maintain and communicate patch management policy procedure to departmental officials. Facilitate workshops/awareness sessions. Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/244</u>	:	<u>HR PRACTITIONER: CONDITIONS: CORPORATE SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Mount Ayliff Ref No: DPWI 99/05/2024 Queenstown Ref No: DPWI 100/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Administration/ Public Management majoring in HRM with 1-2 years' experience in the relevant field. A valid driver's licence. Knowledge: PERSAL system, Injury on Duty claims (IoD's), S&T, overtime and Fuel calculations, HR management principles, performance management development system Meeting procedures, Report writing, Stakeholder and customer relationship management principles Competencies Analytical skills, Report writing, Communication, Analytical, presentation.
<u>DUTIES</u>	:	Supervise implementation of Service Termination. Compile memorandum for relevant service terminations. Write letters for retiring employees. Request Tax Directives from SARS. Verify liabilities. Verify Audited leave files. Verify calculations of Leave Gratuity. Approve Gratification on PERSAL. Verify enrolment of payment on pension case management. Supervise implementation of service benefits. Monitor processing of applications for Housing Allowances and Homeowners Allowances. Supervise implementation of the leave administration. Supervise & Process Temporary Incapacity Leave (Short, Long Period & ILL HEALTH. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Enquiries: can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/245</u>	:	<u>HR PRACTITIONER: BENEFITS: HUMAN RESOURCE ADMINISTRATION REF NO: DPWI 101/05/2024</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in HRM/ Public Administration/ Public Management/Industrial Psychology majoring in HRM with 1-2 years' relevant experience in the conditions of service environment. Certificate on Introduction on PERSAL is compulsory and valid driver's license. Knowledge and Skills: In depth knowledge and understanding of Conditions of Services environment. Knowledge of PERSAL System. Knowledge of Pension Case Management System. Government Policies and Planning Systems. Performance management and development, Interpersonal conflict and resolving problems. Supervisory. Report writing. Budget and financial management. Planning and organizing. Creative thinking. Conflict Management. Presentation. Communication. Self-management. Problem analysis. Computer Literacy.

DUTIES : Administer Service Benefits and Conditions of Service. Administer Employee Benefits, e.g. (Resettlement, Long Service Recognition, Housing Allowance, Housing Guarantee, Medical Aid, IOD etc). Process all benefits-related transactions on PERSAL. Maintain benefits records and ensure accurate and reliable data integrity on PERSAL. Provide advisory service to employees regarding employee benefits and obligations. Conduct workshops / awareness's on Service Benefits. Administer Service Terminations & Pension. Process Service Termination & pension related transactions on PERSAL. Send the retiring employee lists to the relevant components. Compile the retiring memorandum to HOD. Approve transactions captured on PCM system. Ensure pension nomination forms are updated continuously in files. Conduct workshops / awareness's on Service Terminations & Pension. Supervise allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

POST 21/246 : **HRD PRACTITIONER: PMDS: CORPORATE SERVICES REF NO: DPWI 102/05/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Mthatha
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD with one to two (1-2) years relevant experience in the performance management environment. A valid Driver's License. Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.

DUTIES : Coordinate the implementation of the Performance Management Development System plan. Conduct due diligence on the submitted PMDS documents as per operational plan. Accurate capturing of PMDS documents. Reconcile submitted documents. Coordinate the appointment and sitting of the pre-moderation committee meetings. Archiving and Record keeping. Auditing of PMDS files. Participate to PMDS ad-hoc projects. Manage the allocated resources of the sub-directorate. Ensure sound employment relations and commended customer service. Quality control of the work delivered by team members. Advocate for the PMDS policy and adherence.

ENQUIRIES : can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

POST 21/247 : **ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT REF NO: DPWI 103/05/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD with one to two (1-2) years relevant experience in the performance management environment. A valid Driver's License. Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations.

		Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
<u>DUTIES</u>	:	Coordinate the implementation of the Performance Management Development System plan. Conduct due diligence on the submitted PMDS documents as per operational plan. Accurate capturing of PMDS documents. Reconcile submitted documents. Coordinate the appointment and sitting of the pre-moderation committee meetings. Archiving and Record keeping. Auditing of PMDS files. Participate to PMDS ad-hoc projects. Manage the allocated resources of the sub-directorate. Ensure sound employment relations and commended customer service. Quality control of the work delivered by team members. Advocate for the PMDS policy and adherence throughout the department.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms S. Mdoda Tel No: (040) 602 4140 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/248</u>	:	<u>LABOUR RELATIONS OFFICER: CORPORATE SERVICES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) 2 Bhisho Ref No: DPWI 104/05/2024 Queenstown Ref No: DPWI 105/05/2024 Mthatha Ref No: DPWI 106/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Labour Relations/Labour Law/Human Recourses Management with 1-2 years' relevant experience in Labour Relations / Labour Law environment. A valid driver's licence. Knowledge & Skills: Labour law and Employment Legislation. Public Service Regulations. Monitoring and evaluation, Government policies and planning systems, Government programme of action, Public Service Regularity Framework, policies and procedures, Information management, Performance management. Research, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing Conflict management, Working in a team. Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy.
<u>DUTIES</u>	:	Handle misconduct cases and Appeals. Conduct investigations and compiling reports. Facilitate grievances by investigating grievances received and make appropriate recommendations towards resolution. Capture case outcomes on the PERSAL system. Provide advice and guidance on labour relations matters. Conduct roadshows/ awareness sessions to educate staff on Labour Relations policies and procedures. Assist in updating departmental policies and SOP's. Coordinate departmental meetings including the LMF. Facilitate the resolution of dispute. Draft submissions for mandates and represent the employer in disciplinary hearings. Ensure timeous reporting and compliance of the unit. Liaise with departmental stakeholders and represent the interests of the department.
<u>ENQUIRIES</u>	:	Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Enquiries: e-recruitment-bhisho@ecdpw.gov.za Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/249</u>	:	<u>HR PRACTITIONER: RECRUITMENT: CORPORATE SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Mount Ayliff Ref No: DPWI 107/05/2024 East London Ref No: DPWI 108/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Administration/Management/ Social Science (HRM) majoring with Human Resource Management with 1-2 years' relevant

experience as HR Clerk. A valid drivers' license. Certificate for Introductory PERSAL is compulsory. Knowledge and Skills: Knowledge of Departmental service delivery principles, Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedure. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape and NDP 2030 vision. Knowledge of PERSAL system, Knowledge the Supreme Law of the Country, knowledge of Public Service Regulations/Act, Collective agreements, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act and all other relevant legislations, policies and procedures regulating Human Resources in the Public Service/Sector. Good Interpersonal skills, sound planning & organizing skills, communication skills (verbal and written), presentation skills, conflict management and problem-solving skills. Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work independent, under pressure and long hours.

DUTIES

: Promote the effective Departmental Recruitment Process. Assist in the process of Human Resource Planning for effective and efficient Recruitment Plan. Ensure accurate advertisement of all approved vacant positions. Co-ordinate the process of recruitment and selection. Co-ordinate the interview process, conduct all recruitment verification process, security checks and reference checks. Arrange logistics for the recruitment process. Assist with Creation of Post, Ensure accurate appointments on PERSAL system. Monitor the application system(e-recruitment) and draw the master list from e-recruitment. Facilitate the appointment of selection committee. Coordinate the recruitment and selection reports. Facilitate appointments, transfers and promotions, acting appointments, secondments within the district. Administer the process of inviting the shortlisted candidates to interviews. Assist in the development of adverts. Conduct verification on PERSAL Establishment and against the warm bodies/head count (conducting PERSAL Establishment audits). Responsible for Youth Development Program recruitment & selection process. Responsible for ensuring availability of Job Descriptions, facilitate the process job evaluation and implement the outcomes of the evaluation. Ensure effective and efficient supervision of staff (in service trainees, interns and employed personnel, promote effective implementation of performance management and development system timeously. Ensure adherence and compliance on departmental HR policies and implement the audit interventions. Ensure proper safe keeping of HR documents, promote confidentiality with the HR environment and conduct physical verification of employees of the district. Be prepared to work odd /long hours, work well under pressure and work independently.

ENQUIRIES

: Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Enquiries: can be directed to Ms. L. Magama at / Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/250

: **ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT REF NO: DPWI 109/05/2024**
Re-advert: Applicants that previously applied may re-apply

SALARY CENTRE REQUIREMENTS

: R308 154 per annum (Level 07)
: Bhisho
: National Senior Certificate, National Diploma (NQF level 6) in Human Resource Management/Human Resource Development/ Public Management/Public Administration/related qualification majoring in HRM/HRD with 1-2 years' relevant experience in human resource development. Knowledge of PERSAL will be an added advantage. A valid Driver's licence. Knowledge and Skills: Knowledge and skills: Public Service Act, Policies and Regulatory Framework. In-depth knowledge of Human Resource Development legislative frameworks, Skills Development Act. Skills development Regulations and Skills Development Levies Act. National Skills Development Strategy version 2030. South African Qualification Authority Act. Customer relations management. Good Interpersonal relations. Conflict management. Training, Facilitation & Presentation Skills. Report writing skills. Computer literacy.

DUTIES

: Compile the department Workplace Skills Plan. Compile the quarterly and annual monitoring reports and expenditure reports. Compile Annual Human Resource Implementation Plan and Monitoring Evaluation Reports. Co-

ordinate training interventions with internal and external stakeholders. Manage and co-ordinate the Internship and Learnership Programmes. Facilitate and co-ordinate the management of Developmental Programmes. Monitor and report on training budgets. Conduct the impact assessment and return of investment on the training interventions. Facilitate the implementation of the Improved Qualifications Conduct the implementation of the Recognition of Prior Learning. Co-ordinate and facilitate Departmental Induction Programmes. Co-ordinate and facilitate Compulsory Induction Programmes. Maintenance and update of training interventions records.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/251 : **HR PLANNING PRACTITIONER: HUMAN RESOURCE PLANNING REF NO: DPWI 110/05/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Bhisho
: National Senior Certificate, National Diploma NQF Level 6 in Public Administration/ Public Management/Human Resource Management with 1-2 years' relevant experience in Human Resources. A valid driver's licence. Knowledge and Skills: Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Act, Proclamation 103 of 1994 as amended. Skills Development Act No.97 of 1999. White Paper on Affirmative Action,1998. Public Service Regulations, 2001 as amended etc. Computer literacy skills. Diagnostic skills. Project facilitation skills. Analytical skills. Problem solving skills. Policy development skills. Interpersonal Skills.

DUTIES : Develop, reviewal and reporting, of the Departmental HR Plan. Establishing Human Resource Plan Committee. Request PERSAL report and analyse data. Conduct workforce analysis for the department. Consolidate inputs from different stakeholders (Line manager committee). Facilitate development of the HR Plan. Collect information for the development of half-yearly and annual HR Plan Implementation report. Prepare half-yearly and annual HR Plan Implementation report. Provide Secretarial Services in the development of Departmental Human Resource Plan. Development, reviewal, and reporting on employment equity Plan for the Department. Establishing Employment Equity Committee. Request PERSAL reports from PERSAL office. Analyse Departmental workforce profile and do situational analysis (Gender, Age, Disabilities, Race etc). Identify gaps and develop strategies to bridge gaps. Develop draft EE Plan. Provide monthly Employment Equity Status. Provide secretarial services in the development of Departmental Employment Equity Plan. Develop Annual Employment Equity Report for Department of Labour. Request PERSAL data from PERSAL Management Office. Analyse PERSAL reports. Develop draft Employment Equity report. Render secretarial services in the development of Annual Employment Equity Report to Department of Labour. Co-ordinate Human Resources Management Effectiveness Assessment. Establish HR Effective Assessment Committee. Co-ordinate HR effectiveness assessment. Identify gaps and develop draft HR Effectiveness improvement plan. Render secretarial services in the HR Assessment Committee.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/252 : **HRD PRACTITIONER: LEARNERSHIP & INTERNSHIP REF NO: DPWI 111/05/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Bhisho
: National Senior Certificate, National Diploma (NQF level 6) in Human Resource Management/Human Resource Development/ Public Management/Public Administration/related qualification majoring in HRM/HRD with 1-2 years' relevant experience in human resource development. Knowledge of PERSAL will be an added advantage. A valid Driver's licence. Knowledge and skills: Public Service Act, Policies and Regulatory Framework.

		In-depth knowledge of Human Resource Development legislative frameworks, Skills Development Act. Skills development Regulations and Skills Development Levies Act. National Skills Development Strategy version 2030. South African Qualification Authority Act. Customer relations management. Good Interpersonal relations. Conflict management. Training, Facilitation & Presentation Skills. Report writing skills. Computer literacy.
<u>DUTIES</u>	:	Compile the development of the Departmental Workplace Skills Plan. Compile Annual Human Resource Implementation Plan and Monitoring Evaluation Reports. Conduct Induction Programme. Facilitate the implementation of the Internship and Learnership Programmes. Compile the quarterly and annual monitoring reports and expenditure reports. Supervise allocated resources.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/253</u>	:	<u>ADMIN OFFICER (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07)
	:	Office Chief Director: Strategy & Systems (Bhisho) Ref No: DPWI 112/05/2024
	:	Office Chief Director: EPWP (Bhisho) Ref No: DPWI 113/05/2024
	:	Office of District Director (Chris Hani) Ref No: DPWI 114/05/2024
	:	Office of Director Infrastructure Research Planning & Systems (Bhisho) Ref No: DPWI 115/05/2024
	:	Office of Director Portfolio Programme & Project Management (Bhisho) Ref No: DPWI 116/05/2024
	:	Office Director: Property Investment & Development (Bhisho) Ref No: DPWI 117/05/2024
	:	Office Director: Property Portfolio & Programme Planning (Bhisho) Ref No: DPWI 118/05/2024
	:	Office Director: Executive Support Services (Bhisho) Ref No: DPWI 119/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Office Management/Human Resource Management/Management Assistant/Administrative Management with 1-2 years' relevant experience. A valid driver's licence. Knowledge and Skills: The incumbent must possess knowledge Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations and other applicable legislation in the Public Service. The incumbent must possess strong knowledge of procurement capabilities within the area of responsibility. The following skills are critical for the incumbent of this post: coordination skills, communication skills, planning and organizing skills, computer literate (Excel, Word, PowerPoint), problem solving, interpersonal, liaising skills, ability to work in multi-disciplinary teams, innovative skills, willingness to work under pressure in a fast-paced environment. A suitable incumbent must possess the following values: high level of confidentiality and ethical standard, integrity, team oriented, energetic and self-driven confidence, influencing skills.
<u>DUTIES</u>	:	Render secretarial and receptionist support service. Render administrative support services. Provide support services to manager regarding meetings. Provide administrative support on budget/ expenditure trends of the Directorates/Sub-Directorates. Provide advisory services on matters related to management function and institutional governance matters. Taking and typing of minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. Provide assistance in the technical formatting of submissions for the Chief Director/Director/District Director. Develop and maintain an efficient filing system within the Office. Ensure that travel arrangements are well coordinated, prioritize issues in the diary of Chief Director/Director/District Director. Procure office supply for the Office i.e. groceries, stationery, printing supplies etc. Provide logistical support (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). Support Chief Director/Director/District Director with the administration of his/her budget as well prepare his/her S&T claims. Follow up on payment of Invoices. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: remain up to date with regard to the prescripts/policies and procedures

		applicable to his/her work terrain to ensure efficient and effective support to the Chief Director/Director/District Director; remains abreast with the procedures and processes that apply in the office of the manager. Assist in the maintenance of leave register for the office and manage staff leave reconciliations.
<u>ENQUIRIES</u>	:	be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
	:	Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/254</u>	:	<u>PORTFOLIO OFFICER: LAND & PROPERTY DEVELOPMENT: PROPERTY MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07)
	:	Mthatha Ref No: DPWI 120/05/2024
	:	Mount Ayliff Ref No: DPWI 121/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 as in B in Urban/Town and Regional Planning/Real Estate/Property Management with 1-2 years' relevant experience. A valid driver's license. Knowledge and Skills: Departmental service delivery principles, PSR, PFMA, PSA, SCM prescripts, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds.
<u>DUTIES</u>	:	Administer acquisition of immovable assets, Request acquisition, identify immovable assets for acquisition, Present disposal application for recommendation by the Provincial State Disposal Committee, facilitate registration of properties and safekeeping of registration documents, Engage with municipalities, Land owners, Land Claim Office and Deeds for acquisition. Administer disposal of immovable assets, identify immovable asset for disposal, Present disposal application for recommendation by the Provincial State Disposal Committee, Facilitate registration of properties and safekeeping of registration documents, Engage with municipalities, Land owners, Land Claim Office and Deeds for disposal. Consolidate projects on state owned properties, Obtain list of unsurveyed properties, Prepare a request for the appointment of a Land surveyor, Obtain approved SG diagrams, Facilitate updating of immovable asset register and initiate vesting process.
<u>ENQUIRIES</u>	:	Mr V. Sokhahleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Mount Ayliff post: contact Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/255</u>	:	<u>PORTFOLIO OFFICER: PROPERTY HOLDINGS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07)
	:	East London Ref No: DPWI 122/05/2024
	:	Queenstown Ref No: DPWI 123/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 in Property Management/Real Estate with 1-2 years' experience relevant experience in property management. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA, SCM Prescripts, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures, Batho Pele Principles, Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project Management, Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Request acquisition. Identify immovable assets for acquisition. Present disposal application for recommendation by the Provincial State Disposal

		Committee. Facilitate registration of properties and safekeeping of registration documents. Engage with municipalities, Land owners, Land Claim Office and Deeds for acquisition. Identify immovable asset for disposal. Present disposal application for recommendation by the Provincial State Disposal Committee. Facilitate registration of properties and safekeeping of registration documents. Engage with municipalities, Land owners, Land Claim Office and Deeds for disposal. Obtain list of un-surveyed properties. Prepare a request for the appointment of a Land surveyor. Obtain approved SG diagrams. Facilitate updating of immovable asset register and initiate vesting process.
<u>ENQUIRIES</u>	:	Can be directed to Ms L. Magama/Ms T. Vooi Tel No: (043) 711 5772. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Enquiries: can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/256</u>	:	<u>PORTFOLIO OFFICER: PROPERTY MANAGEMENT REF NO: DPWI 124/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Bhisho National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management with 1- 2 years' relevant experience in the property management field. A valid driver's licence. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programs and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Provide administrative support service. Assist with Leases. Assist with vacant land and buildings (residential and commercial).
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/257</u>	:	<u>PORTFOLIO OFFICER: ACQUISITION & DISPOSAL REF NO: DPWI 125/05/2024 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Bhisho National Senior Certificate, National Diploma NQF level 6 in Law/ Real Estate with 1-2 years' relevant experience. A valid driver's licence. Knowledge And Skills: Knowledge of property prescripts and procedures Ability to write basic memoranda Understanding the concept of vesting of State Land Must have the ability to read topographical maps, S.G.-diagrams and Aktex-reports Working knowledge of DeedsWeb or WinDeed Working knowledge of the processes of acquisition and disposal Survey and Deeds registration knowledge Document management (filing) and basic office management skills Basic research skills Must be able to work independently and under pressure A sense of accuracy and detail is very important. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Assist with the preparation of disposal and acquisition submissions Assist with the preparation and investigation of survey submissions and other related property applications Conduct enquiries on DeedsWeb or WinDeed Assist with land use investigations and general property research Compile status reports on land issues Manage the filing of documents, including the safe-keeping original Title Deeds and S.G.-diagrams Liaise with relevant stakeholders, including the Office of the State Attorney, the Registrar of Deeds and the Office of the Surveyor-General It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary. Supervise allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/258 : **PORTFOLIO OFFICER: FACILITIES MANAGEMENT REF NO: DPWI 126/05/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Bhisho
: National Senior Certificate, National Diploma NQF level 6 in property or built environment; with 1-2 years' relevant experience in Prestige Management and/or facilities management; A valid driving licence (Code B/08 or higher).
Knowledge & Skills: Knowledge of Prestige Management/ Facilities Management, compliance and enablement with specific reference to planning, knowledge in residential accommodation planning; health, safety and environmental legislation; Property information and database management; Budget planning and reporting. Skills in the following: Computer literacy in MS Office (Word, Excel and Outlook,); Planning and organising; Report writing and formulation; Problem solving and analytical thinking; Project Management; Communication (written and verbal).

DUTIES : Execute and report on responsibilities required to plan and facilitate the optimal allocation of facilities in the Prestige Portfolio, including: Planning and management of accommodation needs; Planning and management of the allocation of properties to meet service delivery requirements. Assist with conducting of inspection to all Prestige Facilities and prepare reports. Monitor work of service providers and conduct quality control. Monitor outcomes of facility condition assessments to inform decision-making, manage asset life cycle management and improve asset performance. Obtain, provide and maintain information (data, knowledge, wisdom) by applying tools and technologies and/or articulating IT and systems' requirements to inform decision-making, reporting, enhanced operations, business processes and service delivery and to support transparency and integration & collaboration across departments and government spheres. Attend to internal enquiries related to custodian and user responsibilities as well as external enquiries from municipalities, communities or representatives and citizens.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/259 : **MONITORING & EVALUATION OFFICER: EPWP REF NO: DPWI 127/05/2024**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Gqeberha
: National Senior Certificate, National Diploma NQF Level 6 in Developmental Studies/ Diploma in Monitoring & Evaluation/ Public Management/Public Administration/Social Science/Project Management with 1-2 years' relevant experience in Monitoring and Evaluation. A valid driver's license. Knowledge and Skills: Public Finance Management Act (PFMA) DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

DUTIES : Monitor and evaluate the number of Public Bodies reporting on EPWP within the region: Monitor the implementation of IG project lists and other grants projects from the public bodies. Monitor expenditure of Integrated Grants. Ensure Bi -Weekly updating of Project Management Plan for all projects. Monitor project file for completeness. Monitor the number of monthly file completeness report. Monitor and evaluate the 5 Interventions according to Regional Operation plan: Monitor One on One Engagements. Monitor outcomes of the meetings. Monitor Data Capturing Support. Provide data capturing support to Public Bodies on monthly basis. Monitor public bodies performance on monthly basis. Monitor engagements of Technical Support to Public Bodies. Monitor resolutions of Technical Support engagements. Provide support during audit visits. Monitor On site visits/ file verification. Sample

projects to be visited. Conduct file verification, site visits, and prepare reports. Attend Sector /District meetings. Attend sector and district Meetings. Prepare reports for sector and district meetings. Monitor sector and district Resolutions. Consolidate, monitor, and evaluate Project Management Plans for all Public Bodies: Compare Project programmes with project expenditures. Monitor and evaluate areas of underspending. Consolidate and submit PMP. Identify gaps and liaise with EPWP Coordinators. Monitor and evaluate Ministerial Determination elements. Monitor and evaluate reporting on Training. Supervise the allocated resources: Assist in the management the budget of the unit. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.

ENQUIRIES : Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/260 : **INTERNAL AUDITOR: INTERNAL AUDITING REF NO: DPWI 128/05/2024**

SALARY : R308 154 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Internal Auditing with 1-2 years' relevant experience in the field of internal auditing and / or auditing. Possession of an Internal Audit Technician (IAT) certificate will be an added advantage. A valid driver's licence. Knowledge & Skills: Knowledge: International Standards for the Professional Practice of Internal Auditing. Reasonable knowledge of the Public Finance Management Act No. 1 of 1999 and Treasury Regulations, the Public Sector Enterprise Risk Management Framework, and other relevant prescripts. Understanding of project management principles., must be willing to travel extensively and work irregular hours, is expected to apply sound and impartial rulings to ensure observance of internal audit guidelines, and proactively apply the principle of confidentiality as espoused in the Code of Ethics. Innovative, good interpersonal and problem-solving skills. Must be computer literate and be able to use audit software. Good oral, and written communication skills. Good organizational and administrative skills. Ability to assist with the supervision and coaching of internal audit interns and learners.

DUTIES : Planning individual audit assignments. Execute detailed audit procedures, prepare audit working papers, and summarize audit procedures performed. Draft audit reports for review by senior personnel. Conduct ad-hoc and consulting audit assignments as allocated, as well as follow-up audits.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/261 : **OD PRACTITIONER: PROCESS ENGINEER REF NO: DPWI 129/05/2024**

SALARY : R308 154 per annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : National Senior Certificate, National Diploma NQF level 6 in Management Services/ Operations Management/Production Management/ Information Systems/ Industrial Engineering/ Business Analysis with 1-2 years' relevant experience in the business process management and productivity improvement environment. A valid driver's licence. Knowledge & Skills: Structured Problem Solving, DPSA Operations Management Framework, Working knowledge of business process modelling tools e.g. Aris, Bizagi, MS Vision Excellent Presentation Skills. Public service legislation/policies/prescripts and procedures. Government policies and planning systems. Public Service Regularity Framework. Research. Interpersonal relations. Communication. Computer literacy. Analysing. Working in a team.

DUTIES : Conduct business process modelling relating to existing and future business processes. Develop Standard Operating Procedures (SOP's) for all the business processes. Develop the Service Delivery Improvement Plan (SDIP).

		Develop the Service Delivery Model. Conduct work and method studies. Facilitate training and process improvement workshops.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/262</u>	:	<u>LOSS CONTROL OFFICER: FRAUD AND LOSS MANAGEMENT REF NO: DPWI 130/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Commerce/Auditing with 1-2 year's relevant experience. A valid driver's licence. Knowledge and Skills: National Treasury Prescripts and Circulars, Provincial Treasury Prescripts and Circulars. SCM Delegations. Policies and Prescripts. Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	Receive, record and investigate reported asset losses and irregular, fruitless and wasteful expenditure. Ensure irregular fruitless and wasteful expenditure are updated. Regular prepare and submit progress report on the investigations and the adequacy of evidence gathered to substantiate investigation conclusion. Facilitate the loss control and irregular, fruitless and wasteful expenditure committee sittings. Perform inspections at Districts. Maintain loss control register. Investigate reported cases on asset losses, claims, thefts and damages within the department arising from the use of departmental assets and make recommendations to the Accounting Officer.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/263</u>	:	<u>SCM OFFICER: DEMAND MANAGEMENT REF NO: DPWI 131/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Mthatha National Senior Certificate, National Diploma NQF Level 6 in Supply Chain Management/Public Management/Public Administration/Logistics/Cost & Management Accounting with 1-2 years' relevant experience. A valid Driver's license. Knowledge and Skills: National Treasury prescripts and circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures People Management, Report Writing, Computer Literacy, Negotiation, Communication, Information Management, Presentation Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving, KPA'S Render demand management services: Verify correctness and completeness of documents submitted, select service providers on CSD (threshold below R30 000), Verify specifications.
<u>DUTIES</u>	:	Compile Tender Documents; Check compliance on submitted documents and issue SCMU number, Review tender documents, Place adverts for tenders, maintain tender register and compile monthly reports on bids advertised, Render secretariat duties, receive requests from programs and draft an agenda, inform members for bid specification committee sitting, Review corrections and advertise on relevant media, Attend briefing sessions where applicable and record minutes. Render administrative functions; Open file for each project approved, copy all documents per checklist, Record and submit to Acquisitions, Record requests; Verify supporting documents, Records all request in the incoming register and submit to Acquisitions.
<u>ENQUIRIES</u>	:	can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/264</u>	:	<u>SCM OFFICER: ACQUISITION MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Bhisho Ref No: DPWI 132/05/2024 East London Ref No: DPWI 133/05/2024

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Supply Chain Management/Logistics/Cost and Management Accounting/Public Management/Public Administration with 1-2 relevant experience. A valid driver's licence Knowledge and Skills: Knowledge of SCM, Acquisition Management processes, PPPFA, BBBEE and other relevant prescripts, knowledge of office procedure and bid administration. Knowledge of CIDB, Public Service Act, 1994. Public Service Regulations 2016. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Public Service Act (PSA). Public Finance Management Act (PFMA). Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Performance management Report writing. Negotiation. Interpersonal relations. Communication. Computer literacy. Analysing.
<u>DUTIES</u>	:	Execute the bidding / quotation process: Send request for quotation documents to the identified service providers, Receive and open bid / quotation documents, check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations, publish closing registers in relevant publication, Conduct compliance check on documentation and serve as BEC secretariat.
<u>ENQUIRIES</u>	:	can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Enquiries: can be directed to Ms. L. Magama / Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/265</u>	:	<u>SCM OFFICER: LOGISTICS MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Bhisho Ref No: DPWI 134/05/2024 East London Ref No: DPWI 135/05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF Level 6 in Supply Chain Management/Public Management/Public Administration/Logistics/Cost and Management Accounting with 1-2 relevant experience. A valid driver's licence. Knowledge and Skills: PFMA, Treasury Regulations, National Treasury Regulations. Planning and Organising. Good interpersonal relation skills. Presentation skills. Computer Literacy. Problem Solving skills.
<u>DUTIES</u>	:	Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive requests for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	can be directed to Ms. L. Magama at / Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Enquiries: can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/266</u>	:	<u>STATE ACCOUNTANT: PRE-AUDIT REF NO: DPWI 136/05/2024</u>
<u>SALARY CENTRE</u>	:	R308 154 per annum (Level 07) Mount Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma in Internal Auditing/Cost & Management Accounting/Financial Accounting/Taxation/Financial Management with 1-2 years' relevant experience in the field of internal auditing and / or auditing. Possession of an Internal Audit Technician (IAT) certificate will be an added advantage. A valid driver's license. Knowledge and Skills: In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury Regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS, CSD & LOGIS). SCOA. Research. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. People management and

empowerment. Planning and organising. Knowledge management. Problem solving and analysis. Results quality management. Decision making. Service delivery innovation. Change management. Client orientated and customer focused.

DUTIES : Render Control, compliance and expenditure pre-audit services. Ensure manual verification of all orders before services are rendered and issue Pre Audit certificate, ensure manual verification of payment vouchers before payment is effected on BAS/Logis/PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines. Development or review of internal control Framework. Development /review of procedure manual and checklist for Pre Audit. Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorized and fruitless and wasteful expenditure to the internal control office. Develop and manage audit intervention plan. Promote effective management of Pre Audit. Prepare monthly/quarterly/annual Pre Audit reports. Ensure that Pre Audit budget is managed and variations between projections and expenditure is explained. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Identify and communicate internal control deficiencies. Maintain safekeeping of value documents. Supervise and manage the allocated resources. Ensure sound employment relations, quality control of work delivered by subordinates. Ensure that subordinates are trained and developed to be able to deliver the work of the required standards efficiently and effective through the utilization of inter alia, knowledge management.

ENQUIRIES : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/267 : **WORKS INSPECTOR: TECHNICAL SERVICES: GENERAL BUILDINGS**
REF NO: DPWI 137/05/2024

SALARY : R255 450 per annum (Level 06)
CENTRE : Mthatha
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Building, with 1-2 years' relevant experience, or N3 and passed trade test in Buildings, Computer literacy and a valid driver's license. Knowledge and Skills: Project Coordination, Technical Design and Analysis Knowledge, Research and development.

DUTIES : Render a basic inspection service of work done on minor and existing structures on a project basis. Maintain electronic record system of work done and work that was finalized. Analyze and compile relevant documents for work to be done on minor or existing structures. Oversee work of contractors.

ENQUIRIES : can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/268 : **WORKS INSPECTOR: TECHNICAL SERVICES: ELECTRICAL REF NO:**
DPWI 138/05/2024

SALARY : R255 450 per annum (Level 06)
CENTRE : Mthatha
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Electrical Engineering with 1- 2 years' experience, or N3 and passed trade test in electrical, and a valid driver's license. Knowledge and Skills: Buildings Regulations Quality Control of all buildings works. Management of people, risk, change and promotion of teamwork. Management. OHS. Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills.

DUTIES : Conduct quality control of new works and maintenance projects. Monitor compliance with the National Building Regulations in inspection of properties. Monitor contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Conduct condition assessment on government used facilities. Conduct inspections on DPW used buildings, compile condition assessment report with a view of effecting maintenance. Conduct inspections on client used/leased buildings, compile condition assessment report. Attend meetings and submit reports. Monitor SMMES with respect to quality control. Conduct increased inspections, as required, on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES

		in all the projects. Provide assistance to EPWP in development of SMMEs. Render administrative functions. Filing and proper maintenance of contracts, minutes and reports. Write and submit reports with all relevant information.
<u>ENQUIRIES</u>	:	can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/269</u>	:	<u>WORKS INSPECTOR: TECHNICAL SERVICES: MECHANICAL REF NO: DPWI 139/05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R255 450 per annum (Level 06) Mount Ayliff National Senior Certificate, National Diploma NQF level 6 in Mechanical Engineering (T/N/S Streams) OR N3 and passed trade test in built environment (Mechanical), OR Registration as an Engineering Technician (Mechanical). 1-2 years' relevant experience in Mechanical. A valid driver's license. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people. Risk. Change and promotion of teamwork. OHS Act. Good Verbal, written and communication Skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self-Management.
<u>DUTIES</u>	:	Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timely development of reports on problems emanating from projects. Gather and submit information in terms of the expanded public works programme (EPW). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
<u>ENQUIRIES</u>	:	Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/270</u>	:	<u>ADMIN CLERK: MAINTENANCE (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R216 417 per annum (Level 05) Grahamstown Depot Ref No: DPWI 140/ 05/2024 Lusikisiki Depot Ref No: DPWI 141/ 05/2024 PSJ Depot Ref No: DPWI 142/ 05/2024 Steynsburg Depot Ref No: DPWI 143/ 05/2024
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required. Experience in Office Administration will serve as an added advantage.
<u>DUTIES</u>	:	Assist in rendering administrative support to the Depot, assist in collating and compilation of depot reports, and ensure the effective flow of information and documents. Assist with the leave management of the Depot to assist the district. Liaise with District for procurement processes. Ensure safe keeping of all documentation in the office of the Depot.
<u>ENQUIRIES</u>	:	Lusikisiki/PSJ: Enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Grahamstown: Enquiries: contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Steynsburg: Enquiries: can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

<u>POST 21/271</u>	:	<u>ADMIN CLERK: RISK, ANTI-CORRUPTION & INTERGRITY MANAGEMENT REF NO: DPWI 144/ 05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Bhisho Grade 12 Certificate with no experience required. Experience in Risk Management and Integrity management and a valid driver's licence will serve as an added advantage. Knowledge & Skills: Batho Pele Principles. Public Service Regulations Act. PFMA Communication skills, Computer skills, Presentation skills, Coordination skills, Facilitation Skills, Analytical thinking skill, Liaising skills, Report writing skills, Conflict management skills and Innovative skills.
<u>DUTIES</u>	:	Coordinate the administration duties relating Risk Anti-Corruption and Integrity Management, performing administrative support during Risk Management sessions, capturing information, procurement of services for risk management core staff, assist in the coordination of governance committee meetings. Taking minutes during meetings. Assist in the monitoring of budget of the unit. Assist with performance reporting of the component. Assist on financial disclosure process. Filing of cases and supporting documentation. Making follow up on all Risk Assessment and assist in reminding stakeholders. Assist with the tracking of Risk, Anti – Corruption and Integrity Management performance against the implementation plans.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/272</u>	:	<u>ADMIN CLERK: LABOUR RELATIONS: CORPORATE SERVICES REF NO: DPWI 145/ 05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Mthatha A grade 12 certificate or NQF Level 4 with no experience. Experience in Administration will be an added advantage. Knowledge & Skills: Administrative processes in Labour Relations, computer literacy, good communication (verbal and written) and report writing skills, interpersonal relationship.
<u>DUTIES</u>	:	Provide administrative support services, Draft routine correspondence and track records submitted for processing, Write memorandums and compile monthly reports, Handle routine procurement matters, Ensure safe keeping of all records.
<u>ENQUIRIES</u>	:	can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/273</u>	:	<u>ADMIN CLERK: COMMUNITY DEVELOPMENT: EPWP REF NO: DPWI 146/ 05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Mthatha A grade 12 certificate or NQF Level 4 with no experience. Experience in Administration will be an added advantage. Knowledge & Skills: Administrative processes in EPWP, computer literacy, good communication (verbal and written) and report writing skills, interpersonal relationship.
<u>DUTIES</u>	:	Provide administrative support services. Draft routine correspondence and track records submitted for processing. Arrange stakeholder engagement meetings with public bodies. Check EPWP compliance on projects. Handle routine procurements matters. Ensure safe keeping of all records. The candidate will also be required to provide Social Facilitation support.
<u>ENQUIRIES</u>	:	can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/274</u>	:	<u>ADMIN CLERK: MONITORING & EVALUATION: EPWP REF NO: DPWI 147/ 05/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum (Level 05) Mthatha A grade 12 certificate or NQF Level 4 with no experience. Experience in Administration will be an added advantage. Knowledge and Skills: Public Finance Management Act (PFMA) DORA, PEPs, Public Service Regulations,

BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

DUTIES : Assist in evaluating the number of Public Bodies reporting on EPWP within the region: Assist in the implementation of IG project lists and other grants projects from the public bodies. Assist in expenditure of Integrated Grants. Ensure Bi - Weekly updating of Project Management Plan for all projects. Prepare project file for completeness. Monitor the number of monthly file completeness report. Prepare reports for sector and district meetings. Monitor sector and district Resolutions. Consolidate, monitor, and evaluate Project Management Plans for all Public Bodies: Compare Project programmes with project expenditures. Assist in areas of underspending. Consolidate and submit PMP. Identify gaps and liaise with EPWP Coordinators. 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.

ENQUIRIES : can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/275 : **ADMIN CLERK: DISTRICT COORDINATION: EPWP REF NO: DPWI 148/05/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Gqeberha
: Grade 12 or NQF Level 4. No experience required. Knowledge: Public Finance Management Act (PFMA); Prescripts; DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. EPWP phase 3 guidelines National Development Plan. Ministerial Determination. Constitution of the Republic of South Africa, Act No.108 of 1996. Occupational Health and Safety Act. Computer literacy skills. Diagnostic skills. Analytical skills. Problem solving skills. Policy development skills.

DUTIES : Office Support-Organize venue for meetings, and bookings. Attend to incoming and outgoing correspondence. Writing of minutes. Liaise with Public bodies regarding general administrative-related issues. Provide support to the secretariat for the functional steering committees in accordance with EPWP norms & standards. Facilitate the Data capturing of DPW&I and Public Bodies in the EPWPRS -Liaise and engage with Municipalities and Public Bodies within the Sarah Baartman Region and Nelson Mandela Region. Verify information for accuracy, compliance, and completeness. Execute the filling system for the unit. Conduct monthly monitoring of information captured versus information in the system. Implementation of Performance Information-Conduct site verification visits to check compliance with EPWP guidelines and information captured in the EPWP RS. Collections of Attendance and Payment Registersid Copies, Employment Contracts of Participants. Conduct file verification of DPWI Projects. Check compliance of information and create a compliance template for each project. Create individual files for each EPWP Project. Procurement Service to EPWP Directorate- Facilitate Shifting of funds and monitor Budget to prevent under- and overspending. Execution of procurement system for accommodation, venues, stationery, process fuel claims, and other goods and services for the programme. Control of procurement process to ensure that all documentation and signatures are correct. Control and ensure that Incurred Expenditure is kept up to date.

ENQUIRIES : contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/276 : **DATA CAPTURER: INNOVATION & EMPOWERMENT: EPWP REF NO: DPWI 149/ 05/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Aliwal North
: Grade 12 Or NQF Level 4 with no experience required. Knowledge & Skills: Basic knowledge of administration processes. Communication skills,

- Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
- DUTIES** : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain EPWP database. Retrieve information required.
- ENQUIRIES** : can be directed to Ms. H. Galeni/ Mr. M. Tshwaku at (087) 362 9971
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/277** : **HR CLERK: RECRUITMENT: CORPORATE SERVICES REF NO: DPWI 150/05/2024**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Queenstown
REQUIREMENTS : National Senior Certificate with no experience required. Experience in Human Resource Provisioning will serve as an added advantage.
- DUTIES** : Process Human Resource Provisioning Services. Process advertising of positions, recruitment, selection and filling of positions. Process validation of qualifications. Process assumption of duties. Process issuing of letters of appointment contracts. Process confirmation of probation appointments. Process personnel utilization through transfers, translations in rank, promotions and secondments.
- ENQUIRIES** : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/278** : **CALL CENTRE AGENT: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 151/ 05/2024**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Bhishe
REQUIREMENTS : National Senior Certificate with no experience. Experience in a call centre/customer care services environment will be an added advantage. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Policies and Procedures. Government Program. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Motivational. Conflict Resolution / Problem Solving Competencies: Excellent Communication Skills. Be able to handle pressure. Efficiency, accuracy and speed are highly sought-after qualities. Problem-solving abilities. With the ability to multitask. Being a team player is important. Empathy. Resilience. Knowledge retention and recall. Positive and have a desire to satisfy.
- DUTIES** : Assumes responsibility for providing effective inbound and outbound services. Logging of calls on the DPW&I system. Assumes responsibility for establishing and maintaining professional working relationships with customers, vendors, and outside contacts. Assumes responsibility for establishing and maintaining effective working relationships with area staff, other departments, and management. Assumes responsibility for all aspects regarding incoming calls. Assumes responsibility for related duties as required or assigned.
- ENQUIRIES** : Can be directed to Bisho to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/279** : **REGISTRY CLERK: OFFICE SERVICES (X2 POSTS)**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : East London Ref No: DPWI 152/ 05/2024
Mthatha Ref No: DPWI 153/ 05/2024
REQUIREMENTS : A grade 12 certificate or NQF Level 4 with no experience. Experience in Administration will be an added advantage. Knowledge and Skills: Monitoring

and evaluation. Government policies and planning systems. Government Programme of action. Public Service Regularity Framework. Presidency policies and procedures. Information management. Performance management. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. Driving.

DUTIES : Safe keeping of records. Opening and closing of HR files. Filling of correspondence. Number of folios. Circulate correspondence. Record documents for circulation. Maintain file index (NMIR). Open files according to file index. Regular checking files in terms of file index. Control movement of files. Issue to relevant HR staff. Diarise return of files.

ENQUIRIES : Can be directed to Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Y Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/280 : **REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: DPWI 154/ 05/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Gqeberha
: Grade 12 or equivalent qualification. No Experience required. Experience in Records Management will serve as an added advantage Knowledge & Skills: National Archives guide and Record Service, Basic Conditions of Employment Act. Batho Pele Principles. Department Policy occupational health and safety. Public Finance management act. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Skills: Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.

DUTIES : Safe keeping of records; Opening and closing of HR files; Filing of correspondence; Number of folios. Circulate correspondence. Record documents for circulation. Maintain file index (NMIR). Open files according to file index; Regular checking files in terms of file index. Control movement of files: Issue to relevant HR staff; Diarize return of files.

ENQUIRIES : can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer at (041) 390 9032
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/281 : **SCM CLERK: ASSET MANAGEMENT REF NO: DPWI 155/ 05/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Queenstown
: National Senior Certificate or NQF Level 4, No experience required.

DUTIES : Render demand and acquisition clerical support, Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required, render logistical support services, Place orders for goods, Receive and verify goods from suppliers. Update and maintain register of suppliers. Render asset management clerical support. Compile and maintain records (e.g. asset records/databases), Verify asset register.

ENQUIRIES : Can be directed to Ms. N. Ndawo/Ms S. Nenene at (045) 807 6600 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 21/282 : **MESSANGER DRIVER – LOGISTICS & ASSET MANAGEMENT REF NO: DPWI 156/ 05/2024**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Queenstown
: Grade 10 with seven to twelve months' experience in Driver/Messenger services. Valid Code 10 driver's licence and valid PDP.

DUTIES : Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Transport goods and service. Load and dispatch items. Transport officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights,

windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report/ routine inspection on visible defects around exterior of the vehicle. Monitor the utilization of vehicles in the absence of Transport Clerk. Attend to special requests. Recording of operations of the vehicles. The periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles. Render clerical support services in the office: Copy and fax documents. Render messenger services: Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various Departments/ components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Prepare packages/parcels for dispatch by the courier or postal service. Record and sign off the register for correspondence delivered and collected. Willingness to work extra hours.

ENQUIRIES : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

POST 21/283 : **DRIVER HEAVY DUTY: MAINTENANCE (X2 POSTS)**

SALARY : R155 148 per annum (Level 03)
CENTRE : Mount Frere Depot Ref No: DPWI 157/ 05/2024
Lusikisiki Depot Ref No: DPWI 158/ 05/2024

REQUIREMENTS : Abet Level 4 or Grade 10. Grade 12 is an added advantage. Code10/ Code 14/EC drivers' license with valid PDP drivers permit. 2 years' experience in heavy duty vehicle. Knowledge & Skills: Basic knowledge of the legislative framework and processes related to handling of vehicles in government Ability to handle conflict. Must be prepared to engage in intensive labour practices. Ability to work under pressure. Ability to work independently an in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of Labour Relations processes. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Knowledge of the Batho Pele Principals. Applicant should be prepared to undergo drivers testing and medical surveillance as an inherent job requirement.

DUTIES : Execute all authorized transportation trips of staff, records, goods/material to relevant destinations. Check the level and condition of fuel, water, oil and tires every time before driving a vehicle. Complete the vehicle inspection form after checking vehicle for any problems (e.g. dents and scratches) and report dents and scratches on vehicles. Report and complete the accident report when involved in a motor vehicle accident immediately. Report minor and major defects on the vehicle to supervisor. Responsible for safekeeping of vehicle keys, while vehicles are in use. Responsible for spare wheel, jack and all other tools in vehicle. Ensure that the vehicle is clean and in a good condition before handing back the keys at the end of the shift. Report low fuel level to Despatcher at the end of your trip. Comply with the Occupational Health and Safety Act prescripts and procedures at all times. Complete vehicle log book as prescribed by legislations. Attend to enquiries in a professional manner and give guidance and advice. Promote the safekeeping of the vehicles from damages. Comply and implement the allocated duties to yourself to execute by your supervisor/manager. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to timelines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (PMDS).

ENQUIRIES : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za
can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpc.gov.za

POST 21/284 : **MESSENGER: OFFICE SERVICES REF NO: DPWI 159/05/2024**

SALARY : R131 265 per annum (Level 02)
CENTRE : Gqeberha
REQUIREMENTS : Grade 10. Valid driver's license with seven to ten months driving experience. Knowledge: Public Service Regulations, Problem solving skills, Communication skills (written and verbal), interpersonal relations, planning and

		execution, time management, reliability, high level of confidentiality, teamwork and driving skills. Computer Skills.
<u>DUTIES</u>	:	Render effective messenger services Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort, and distribute mail and documents from the various institutional components. Collect and deliver documentation and related items in the department or other departments. Keep register of documentation received and delivered. Distribute internal, departmental, and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed for parcels, mail, correspondence, and circulars that are delivered. Prepare packages/parcels for dispatch by the courier or postal service. Copy, shredding and binding of documents. Perform or assist with any other duties assigned within the registry.
<u>ENQUIRIES</u>	:	contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 21/285</u>	:	<u>GROUNDSMAN: FACILITY AND OPERATIONS MANAGEMENT REF NO: DPWI 160/05/2024</u>
<u>SALARY</u>	:	R131 265.per annum (Level 02)
<u>CENTRE</u>	:	Queenstown
<u>REQUIREMENTS</u>	:	A minimum of Grade 10 or ABET L1-3 with no experience. Knowledge and Skills: Ability communicate effectively (verbal). Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment.
<u>DUTIES</u>	:	Ability to operate cleaning machines. Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds irrigating and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Safeguard the tools that are allocated to you.
<u>ENQUIRIES</u>	:	Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za