



Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SAFETY AND LIAISON

HEAD OF DEPARTMENT (FIVE – YEAR PERFORMANCE BASED CONTRACT)

Salary Range: An all-inclusive remuneration R1 521 591 per annum (Level 15)

Head Office Ref:HOD-DSL 01/12/2019

(Re-advertisement those who had applied before may re-apply)

All-inclusive remuneration package of R1 521 591 per annum (salary level 15) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

Requirements: A Senior Certificate, plus an appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to safety and security and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a safety and security related field. At least 8 to 10 years' relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the safety and security environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the safety and security sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement.

Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

Key Responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Safety and Liaison and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensuring integrated intra and inter-departmental / sphere planning, collaboration and delivery of Safety and Security programmes and services, including Community Safety. Manage and coordinate the community safety mandate of the department on a provincial and district level. Provide Civilian Oversight to implement programmes outlined in the Provincial Crime Prevention Strategy (PCPS) through collaboration with all spheres of government and civil society. Provide Social Crime Prevention services. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Safety and Liaison. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision-making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.

DEPARTMENT OF TRANSPORT

HEAD OF DEPARTMENT (FIVE – YEAR PERFORMANCE BASED CONTRACT)

Salary Range: An all-inclusive remuneration R1 978 533 per annum (Level 16)

Head Office Ref: HOD-DoT 01/12/2019

(Re-advertisement those who had applied before may re-apply)

All-inclusive remuneration package of R1 978 533 per annum (salary level 16) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

Requirements: A Senior Certificate, plus an appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to transport systems; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a field related to transport systems; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the transport environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Some working knowledge of transport systems in a development-orientated environment and a good appreciation of multi-modal transport systems and the integration thereof with land use to ensure optimal mobility of people and goods in the Province of the Eastern Cape will give the candidate a definite edge.

Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts.

Key responsibilities: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Transport and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations • The provision of public transport services and infrastructure through provincial resources and cooperation with national and local authorities and the private sector to enhance the mobility of all communities • Integrated traffic management to enable and ensure that all road users consciously use the roads in the province in a lawful and safe manner • Delivery of accessible services through integrated, socially just, developmental and empowering processes to improve the quality of life of communities within the province through community development programmes • Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework • Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Transport • Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources • Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making • Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders • Efficiently managing corporate services in the department.

Enquiries: Mr Lauwrence van Zuydam/ Ms Prophetta Mwanda-Tali/ Ms Sisonke Nkonki (040 609 6157/6403)

Short-listed candidates will be subjected to security clearance. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful incumbent will be required to undergo security vetting and enter into a performance agreement. The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer. Females and disabled persons are encouraged to apply. **Directions to candidates:** Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. A comprehensive CV and certified copies of educational qualifications, identity document, and driver's license must be attached. Failure to comply with the above may result in immediate disqualification.

Closing Date: 20 DECEMBER 2019 @12H00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za

Applications can be forwarded through the following Address:

FOR THE OFFICE OF THE PREMIER.

Hand Delivery: Room 1031, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

Post to: The Premier, Private Bag X0047, Bhisho, 5605. **Enquiries:** Mr. L Van Zuydam/ Ms P Mwanda-Tali & Ms Nkonki on 040 609 6157 or 6403.

EASTERN CAPE PROVINCIAL TREASURY

CHIEF DIRECTOR: PROJECT MANAGEMENT: FIXED TERM 12 MONTHS CONTRACT

MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT

Salary Package R1251 183 (Level 14)

(PT.01 /12/2019) Bhisho

Purpose: To oversee, manage and coordinate the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: A Senior Certificate, plus an appropriate A Three-year Degree (NQF level 7) in Commerce / Financial Management / Finance Accounting / Public Finance and/ or related qualification coupled with Minimum 5 years' work experience at Senior Management level in financial management and with at least 2 years' experience as a project manager for a similar project. NQF Level 8 in Public Administration will be an added advantage.

KPAS: TO OVERSEE, SUPPORT AND MANAGE THE PROJECT: To provide strategic and project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Develop the concept and approach for monitoring the progress and successful completion of the project deliverables. Ensure that project status, issues and successes are communicated to project team, stakeholders, and all levels of management and documented appropriately. Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Coordinate meetings with DOH, OTP and PT Task Team members. Ensure monthly and quarterly progress reports are made to all relevant stakeholders, including EXCO. Provide recommendations and advice on project milestones to be implemented by DOH, OTP and PT as part of the deliverables of the project. Serve as a central point of contact between the PT and the various internal and external stakeholders of the project. **OVERSEE AND MANAGE THE RESOURCES TO BE DEPLOYED IN IMPLEMENTING S18:** Manage the human resources that have been deployed in the Management of Medico Legal Claims Project. Ensure that the deployed human resources are aware of their roles and responsibilities within the project, the milestones, expected deliverables and timeframes. Manage the performance of the deployed human resources. **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 timely 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 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.

1X DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT):

MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT (FIXED TERM OF 12 MONTHS CONTRACT)

*Salary Package R1057 326 (Level 13)
(PT.02 /12/2019) Bhisho*

Purpose: To manage and facilitate the provision of ICT Management services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: A Senior Certificate, plus an appropriate Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 5 years' work experience at middle management level (Deputy Director Level) in IT and with at least 2 years' experience with ICT Systems/ Network Management/ Web design / Programming.

KPAS: RENDER ADVISORY SERVICES ON PROJECT ICT NEEDS AND REQUIREMENTS: TO provide ICT project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the 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 events. Ensure the establishing 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 event. Ensure data integrity of the cases or events that have been captured onto the Case Management IT system. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Ensure ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

MANAGE AREA OF RESPONSIBILITY: Manage 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. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure 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.

3X DIRECTORS: FINANCIAL MANAGEMENT: FIXED TERM OF 12 MONTHS CONTRACT

MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT

*Salary Package R1057 326 (Level 13)
(PT.03 /12/2019) Bhisho*

Purpose: To manage and facilitate the provision of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: A Senior Certificate, plus an appropriate Three-year Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years' work experience at middle management level (Deputy Director Level) in financial management. A minimum of 2 years' experience working with BAS /LOGIS will be an added advantage.

KPAS: Manage The Provisioning of Financial Administration and Payment Services for the project: To provide financial management support for the effective and efficient management of assigned duties stemming from the PFMA Section intervention in the DOH. To provide effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Ensure implementation of approved and signed Delegations of Authority. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure accuracy, completeness and validity of financial reporting on the project milestones and deliverables. Verify and validate the accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Verify and authorise the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Support the project stakeholders' communication and information sharing through the use of financial

management information. Participate in meetings with DOH, OTP and PT Task Team members. Ensure financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

Manage area of responsibility: Manage 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. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure 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.

1X DIRECTOR: FINANCIAL MANAGEMENT SPECIALIST: TECHNICAL SUPPORT UNIT

FIXED TERM OF 12 MONTHS CONTRACT

Salary Package R1057 326 (Level 13)
(PT.04 /12/2019) Bhisho

EC Provincial Treasury has a mandate to support departments and municipalities towards a sustainable financial management maturity and is accordingly inviting applications from suitable candidates to act as Chief Financial Officers (CFO) Support in various departments, and support Provincial Treasury Programmes where necessary, based on the need of support.

Minimum Requirements: A Senior Certificate, plus an appropriate Three Year Degree in Finance/Auditing (qualification at NQF level 7) with extensive knowledge and experience in an accounting environment (at least 5 years' experience at a Deputy Director Level). A Certified Chartered Accountant (SA) qualification or equivalent postgraduate degree in Finance and Auditing as well as active membership in professional bodies like SAICA, etc., coupled with extensive Public Sector Financial Management experience will be an added advantage.

Key Performance Areas: The incumbent will be supporting the Chief Financial Officer (and in some instances act as Chief Financial Officer) in sector departments, public entities, and Provincial Treasury Programmes, covering amongst others: 1) Developing and executing financial management and business support strategy on the entity, based on the mandate and in line with the requirements of the Public Finance Management Act (PFMA); 2) Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; 3) Provide leadership for effective and sustainable management of the entity's finance function having due regard of stakeholder requirements; 4) Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions; 5) Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; 6) Ensure that the entity's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; 7) Oversee the implementation of the budgetary controls and ensuring effective internal control systems in the accounting and reporting cycles; 8) Oversee the implementation of the Supply Chain and Asset Management systems, both in Provincial Treasury and Departments.

Skills and competencies: Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, project management skills, advanced technological skills (expert/competent on the use of Microsoft Applications), A clear understanding of the PFMA, Treasury Regulations, GRAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

1X PROJECT MANAGER: PERSAL CENTRALISATION: FIXED TERM OF 12 MONTHS

CONTRACT

Salary Package: R733 257 per annum (Level 11)
(Ref. PT 05/12/2019)

Purpose: To ensure compliance and manage the implementation of PERSAL Centralisation in relation to the Authorisation of appointments made by the Provincial Departments.

Minimum Requirements: A Senior Certificate, plus an appropriate Three year Degree (NQF level 7) Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Management / Human Resource Management or any related field coupled with Minimum 5 of years' experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of

relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service.

KPA's: Manage authorisation of appointments: Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG's office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. **Develop Policies, Procedures and Strategies for the management of authorization of appointments:** Develop SOP for Authorisation of appointment. Development. of procedure manuals. Development of guidelines/ templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. **Preparation and presentation of Reports and statistics to the management:** Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports.

NB: Preference will be given to Colored Male/ African Male and People with disabilities

**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT: FIXED TERM OF 12 MONTHS
CONTRACT: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT**

*Salary Notch: R376 596 (Level 09)
Ref. PT 06/12/2019): Bhisho*

Purpose: To assist in the management and facilitation of the provisioning of financial administration and payment services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health (DOH).

Minimum Requirements: A Senior Certificate, plus an appropriate Three-year Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum 3 years' work experience at the level of an Officer (Level 7 or 8) in financial management and with at least 2 years' experience working with BAS/LOGIS.

KPAS:

Assist in the managing the provisioning of Financial Administration and Payment Services for the project: To assist in providing effective financial internal control measures for the project and ensure compliance to the financial management legislative framework. Assist in ensuring implementation of approved and signed Delegations of Authority. Assist in the verification and validation of accruals that arose as a result of paying medico-legal claims and differentiate from current through aging analysing, utilising the set process flow for the project. Assist in the verification of the supporting documentation attached to a claim before payment is made, utilising the set process flow for the project. Assist in supporting the project stakeholders' communication and information sharing through the use of financial management information. Assist in ensuring financial management input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

**ASSISTANT DIRECTOR: CASE MANAGER: FIXED TERM OF 12 MONTHS CONTRACT
MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT**

*Salary Notch: R376 596 (Level 09)
Ref. PT 07/12/2019): Bhisho*

Purpose: To assist in the management and facilitation on the provisioning of ICT Management services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health.

Minimum Requirements: A Senior Certificate, plus an appropriate Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 3 years' work experience at level of an Officer (Level 7 or higher) in IT and with at least 2 years working in ICT systems/ Network Management/Web design/ Programming.

KPAS: Assist in the Rendering of Advisory Services on Project ICT Needs and Requirements: Assist in the management and review of existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Assist in ensuring the establishment of a detailed

program specification through engagements with users. Assist in the management of applications deployment for the Project. Assist in 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 event. Assist in supporting the project stakeholders' communication and information sharing through the use of ICT. Assist in ensuring ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

ASSISTANT DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY (ICT): FIXED TERM OF 12 MONTHS CONTRACT

Salary Notch: R376 596 (Level 09)

Ref. PT 08/12/2019): Bhisho

Purpose: To assist in the management and facilitation on the provisioning of ICT Management services for the Medico Legal Claims Project as part of implementing PFMA S18 intervention in the Department of Health.

Minimum Requirements: A Senior Certificate, plus an appropriate Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 3 years' work experience at level of an Officer (Level 7 or higher) in IT and with at least 2 years working in ICT systems/ Network Management/Web design/ Programming.

KPAS: Assist in the Rendering of Advisory Services on Project ICT Needs and Requirements: Assist in the management and review of existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Assist in ensuring the establishment of a detailed program specification through engagements with users. Assist in the management of applications deployment for the Project. Assist in 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 event. Assist in supporting the project stakeholders' communication and information sharing through the use of ICT. Assist in ensuring ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO.

ASSISTANT DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE: O.R. TAMBO DISTRICT

Salary Notch: R376 596 (Level 09)

Ref. PT 09/12/2019): Mthatha

Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

Minimum Requirements: A Senior Certificate, plus an appropriate Three Year Degree (NQF level 7) in Financial Management/Financial Accounting or related field coupled with Minimum of 3 years' experience in Finance or related field as an officer at the minimum of salary Level 7 or equivalent. Level. Previous experience in monitoring or working in Municipal environment is essential in the field of the Municipal Budget environment.

Skills and Competencies: In-depth understanding of legislative framework that governs the Municipal Finance and Management Act, Municipal Budget and reporting Regulations. Good budget analytical skills. An understanding of the Municipal Standard Chart of Accounts (mSCoA). Departmental policies and procedures. Supply Chain Management policies and practices. Risk Management policies and practices. Investment and cash management. 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. Timeous reporting and communication (verbal & written). Computer Literacy and Team work.

KPAS: ASSIST IN THE TECHNICAL HANDS-ON SUPPORT ON BUDGET PLANNING AND IMPLEMENTATION:

Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations and Municipal Standard Chart of Accounts. Assist in the assessment of tabled and adopted budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Conduct reconciliation on debt reports of district and follow up on disputed amounts. Monitor and follow up on the outstanding government debt owed to municipalities by government departments, assist in preparing consolidated reports for organs of state and other stakeholders. Assist in

the monitoring of the roll over process of gazetted transfers from Government departments to municipalities as contained in the main and adjusted budgets. Collate and consolidate roll over applications received from municipalities. Prepare SDBIP assessment on approved SDBIP's of municipalities and assess the financial health and sustainability based on the Section 72 mid-year report submitted by the municipality and accordingly report.

ASSIST MUNICIPALITIES ON GOVERNANCE AND INSTITUTIONAL MANAGEMENT, IN LINE WITH MFMA REQUIREMENTS: Assist in the assessment of MFMA implementation, compile reports and submit to the Supervisor. Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in assessing and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in co-ordinating input required for the quarterly NT MFMA Joint meetings. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. **ASSIST IN MONITORING COMPLIANCE WITH FINANCIAL ASSETS AND LIABILITIES AND REVENUE MANAGEMENT:** Assist in reporting on financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. **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 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 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.

NB: Preference will be given to Coloured Male/ African Male/ White Male and People with disabilities

SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION

Salary Notch: R316 791 (Level 08)

(PT.10/12/2019) Bhisho

Purpose: To render sound and effective salary administration and payroll management

Minimum Requirements: A Senior Certificate, 12 plus an appropriate Three Year Degree (NQF level 7) in Financial Accounting / Financial Management/ Public Finance or any other related field coupled by minimum of 1-2 years' experience in Salary Administration environment at the minimum of salary Level 5. Extensive understanding of BAS and PERSAL systems. Copy of PERSAL certificate(s) must be attached.

KPAs: FACILITATE PAYMENT OF SALARIES AND DEDUCTIONS OF PAYMENTS TO THIRD PARTIES: Recall salaries to avoid salary overpayment and also to avoid unnecessary debt. Ensure that bond installments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month

Investigate unidentified debt deductions. **FACILITATE CLEARANCE AND RECONCILIATION OF SUSPENSE ACCOUNTS:** Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances monitored to ensure that they become zero at month end and year end. File records of signed suspense accounts. Perform tax reconciliation returns. **FACILITATE COMPIATION OF JOURNALS, PREPARING BAS PAYMENT ADVICE JOURNALS AND PAYMENT OF TRAVEL ALLOWANCE:** Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance of the legislative requirements or deparmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions.Capture officials banking details.

Skills and Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework eg DORA, PFMA. Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written).

NB: Preference will be given to Colored Male/ African Male/ White Male and People with disabilities

4X POST OF PERSAL APPOINTMENT AUTHORISERS: PERSAL CENTRALISATION FIXED TERM OF 12 MONTHS CONTRACT

*Salary Notch: 257 508 Level 07)
(PT.11/12/2018) Bhisho*

Purpose: Implementation of PERSAL Centralisation in relation to authorization of appointments processed by Provincial government departments.

Minimum Requirements: A Senior Certificate, plus an appropriate Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management / Finance/ IT with 1-2 years' experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached.

Skills and Competencies: Knowledge of Human Resource Management prescripts and legislation and PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising. People Management, Good Communication Skills (verbal & written). Computer Literate

KPA'S: Support departments with the implementation of appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. **Confirm availability of funds for appointments:** Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. **Authorize appointments on Persal system:** Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. **Render administrative support services on compilation of statistics:** Compile and submit weekly statistics of all authorized and rejected appointments.

NB: Preference will be given to Colored Male/ African Male/ White Male and People with disabilities

APPLICATION INSTRUCTIONS:

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature).
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments.
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

PLEASE FURTHER NOTE:

NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECPT EE Plan and to achieve equitable representation across race and gender.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted

CLOSING DATE: DECEMBER 2019 @ 15h00

EASTERN CAPE PROVINCIAL TREASURY

Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. **Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamazashe Building, Bhisho. **Enquiries: Ms B. Ndayi** 040 1010 072/071

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

CHIEF ENGINEER - GRADE A (STRUCTURAL/CIVIL)
Ref. DPW 01/12/2019, Amathole Regional Office (East London)
An all-inclusive remuneration package of R 1 042 827 per annum (OSD)

REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification in Mechanical Engineering. •Six years post qualification experience as a registered Professional Engineer. A valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

KPA'S: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources.

Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. Manage the operational capital projects 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, control and monitor expenditure according to budget to ensure efficient cash flow management

People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

QUANTITY SURVEYOR: GRADE A (BUILDINGS)

An all-inclusive remuneration package of R 898 569 per annum (OSD)

Ref No: DPW 02/12/2019, Amathole Regional Office (East London)

REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor

KPA's: • Perform quantity survey activities on buildings, structures or facilities: - Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity 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 human resource administration. 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

ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSAL

Salary Notch: R376 596 Per Annum (Level 09)

Ref No: DPW 03/12/2019, Centre: Head Office (Bhisho)

MINIMUM REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) Bachelor's Degree Diploma in Real Estate/ Property Valuation field with 4 years relevant experience in Property/ Real Estate Management/ Property Valuations of which 3 years must be at a supervisory level or salary level 7/8. Must be registered with the South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a candidate Valuer or Professional Associated Valuer. A valid driver's license.

Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 Of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self- motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements

DUTIES: Assist in the managerial and administrative functions related to Property/ Real Estate Management/ Property Valuations: Conduct valuation and inspections on various properties. Determine market rentals for state and privately Owned Properties and verify rentals for privately owned properties for lease purposes by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practices by checking that the valuation has been done according Sound valuation principles and methods. **Office administration:** Participate in procurement processes for procurement of Private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfers. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. **Research and development:** Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations/ property/ real estate management. Assist in reviewing and contesting municipal valuation on state owned properties lodge objection where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer's profession in general. Conduct feasibility studies prepare options analysis reports, determine highest and best use of land and buildings and Viability studies on different types of investment properties; Conduct land administration and other real estate related research and compile comprehensive reports on properties for investment related purposes.

ASSISTANT DIRECTOR: LEASES

COMPONENT: PROPERTY MANAGEMENT AND DEVELOPMENT

Ref No: DPW 04/12/2019, Centre: Head Office (Bhisho)

Salary Notch: R376 596.00 per annum (Salary Level 9)

REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) B-degree in Property management/Property Studies/Public Administration/ Finance/ Public Management/Project Management/ Building or Construction. 4 years relevant experience in in the property management or property industry of which three years (3) must be at a supervisory level or salary level 7/8. in the property management or property industry. A valid code B driver's license.

KNOWLEDGE AND SKILLS: Knowledge and understanding of Government procurement systems and property legislation. Knowledge and understanding of leasing prescripts and processes– Good communication (verbal and written) skills, strong negotiation skills and leadership skills. Computer Literacy skills. Good organizational skills, filing and office management skills. People management skills and sound analytical, problem solving skills. Must be able to work independently as well as in a team. Able to work under pressure. Follow-up on decisions taken at meetings and ensure implementation. Good administrative and client liaison skills, Strong sense of responsibility, sense of urgency and able to give attention to detail.

DUTIES: -Obtain cost effective hired office accommodation for Provincial Public Work's client departments according to the market trends. –Liaison with the landlords to ensure timeous payments of rental payments and services –Liaison with the Clients departments and landlords to ensure client needs are fulfilled. –Prepare submissions for further recommendation and approval by the SCM committees. –Ensure optimal utilization leased properties.–Ensure that weekly and monthly statistical reports are submitted timeously. Ensure effective communication between the landlord and the user departments relating all contract matters. Ensure effective and efficient contract management of all projects. Render guidance and or advice on project related matters. Supervise, develop and evaluate all staff that report to you.

SENIOR ADMIN OFFICER: LEASES
COMPONENT: PROPERTY MANAGEMENT AND DEVELOPMENT
Salary Notch: R 316 791 per annum (Salary Level 08)
Ref No: DPW 05/12/2019, Centre: Head Office (Bhisho)

MINIMUM REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 6) National Diploma in Public Management/ Public Administration/ Finance/Building or Construction qualification- A minimum of 1-2 years' experience in the property management or property industry. A valid code B driver's license.

KNOWLEDGE AND SKILLS: Knowledge and understanding of Government procurement systems and property legislation. Knowledge and understanding of leasing prescripts and processes. Good administrative and communication skills, Client liaison skills, organizational skills, computer literacy skills management and strong negotiation skills. – Sound analytical and problem solving skills. Able to function independently-unsupervised. Good reading and writing skills.

KPAs: To assist in obtaining cost effective hired office accommodation for Provincial Public Work's client departments according to the market trends. –Liaison with the landlords to ensure client's needs are fulfilled. -Liaison with the Clients departments and landlords to ensure client satisfaction. –Prepare submission/s for the recommendations and approval of the bid committees –Ensure optimal utilization of leased properties. Ensure contract management of all projects assigned including the timeous payments of rentals and municipal services and document and records management. Follow-up on decisions taken at meetings and implement accordingly. Ensure Submission of all statistical weekly and monthly reports to the Head of the section. Render guidance and or advice on project related matters. Supervise, develop and evaluate all staff that report to you.

PROJECT COORDINATOR: COMMUNITY DEVELOPMENT EPWP (2 POSTS)
Salary Notch: R316 791 Per Annum (Level 08)
Ref No: DPW 06/11/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 6) National Diploma in Public Administration/ Public Management/ Development Studies/ Project Management or Social Sciences. 1-2 years' relevant experience in Expanded Public Works. A valid driver's license and willingness to travel.

KNOWLEDGE AND SKILLS: Public Finance Management Act (PFMA); Public Service Regulations, EPWP Prescripts. Community Development, People Management, Process implementation, Programme and project coordination, Report writing and Presentation Skills.

DUTIES: Administer the creation of work opportunities by implementing EPWP flagship programme. Provide guidance in the creation of work opportunities in DPW projects. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Provide support to the Project Steering Committee (PSC) members and facilitate the training of the PSC. Monitor compliance of DPW projects to EPWP requirements. Provide support and supervision to subordinates. Manage performance and development of subordinates to ensure competent knowledge base for the continued success of the sub directorate.

SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION

Sub-Component: Creditors Reconciliation

Salary Notch: R316 791 Per Annum (Level 08)

Ref No: DPW 07/11/2019, Centre: Sarah Baartman Region (Port Elizabeth)

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate National Diploma in Financial Management, Accounting, Taxation or Cost and Management Accounting with 1-2 years working experience in Financial Management environment in particular reference to Creditors Reconciliation Unit. Extensive knowledge and experience of BAS and Logis and Reapatala. Computer skills (MS Word, Excel, PowerPoint and Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Sound ability to communicate well both verbal and written, a sense of urgency and ability to work under pressure. Good interpersonal as well as customer skills. A valid driver's license.

DUTIES: Monitor and coordinate payment to creditors. Monitor and coordinate the Accrual Invoice Tracking Register and Supplier Statements. Ensure that accruals are cleared monthly. Monitor and coordinate the reconciliation and maintenance of Supplier Reconciliation files. Analyse statements from supplier. Draw reports on outstanding invoices. Liaise with suppliers and deal effectively with their queries. Supervise personnel. Prepare and submit monthly reports to the Assistant Director: Financial Administration.

ENGINEERING TECHNICIAN - GRADES A X2 POSTS

Ref No: DPW 08/11/2019, Buildings (Health Portfolio), Centre: Head Office (Bhisho)

Salary Notch R311 859.00 per annum

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate recognized Bachelor's Degree / National Diploma in Mechanical Engineering or relevant qualification • Three years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with Engineering Council South Africa (ECSA) as a Professional Engineering Technician.

KNOWLEDGE AND SKILLS: **Technical:** Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal Compliance. Technical report writing. Technical Consulting. **Generic:** Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising • Change management • People management

DUTIES: **Render technical services:** - (i) Assist Engineers, Technologists and associates in field, workshop and technical office activities. (ii) Promote safety in line with statutory and regulatory requirements; (iii) Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and (iv) Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. **Perform administrative and related functions:** - (i) Provide inputs into the budgeting process as required; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical/engineering operational plan; (iv) Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. • **Research and development:** - (i) Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on technical engineering technology to improve expertise; and (iii) Liaise with relevant bodies/councils on engineering-related

ADMIN OFFICER: FACILITIES MANAGEMENT

COMPONENT: FIXED ASSET MANAGEMENT

Salary Package: R257 508.00 Per Annum (Level 07)

Ref No: DPW 09/11/2019, Centre: Amathole Regional Office (East London)

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate National Diploma in Public Management or Administration/ Management/Real Estate/ Facilities Management qualification with a minimum of 1-2 years' experience in the property field. A valid driver's license will be an added advantage.

KNOWLEDGE AND SKILLS: GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.

KPA's: Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Assist in the compilation of U-AMPs. Organise client forum meetings.

MESSENGER: OFFICE SERVICES

Salary Package: R 102 534 per annum (Level 02)

Ref No: DPW 10/11/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Grade 9 / STD 7/ ABET Level 4 Certificate with one year relevant experience. Good communication skills, able to read write. Must be able to communicate with people. Good team player.

KPAs: Collect and deliver mail and parcels inside the department. Collect and deliver mail at neighboring departments and outside the department. Sorting of mail and delivering of urgent mail.

CLOSING DATE: 20 DECEMBER 2019@ 12H00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

www.ecprov.gov.za or www.dpsa.gov.za or www.ecdpw.gov.za

Applications can be forwarded to the following address:

DEPARTMENT OF PUBLIC WORKS

For **Head Office Bhisho, Hand Delivery:** Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, **Post to:** The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

For **Amathole Region (East London): Hand Delivery:** Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or **Post to:** Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel: 043 711 5772

For **OR Tambo Region (Mthatha): Hand Delivery:** K.D. Matanzima Building, Owen Street, Mthatha, 5099 or **Post to:** Department of Public Works, Private Bag X5009, MTHATHA, 5099 Enquiries Mr V. Sokhahleleka/ Ms V. Potelwa Tel: 047 505 2767

Applications for posts in **Sarah Baartman Region (Port Elizabeth):** Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel: 041 390 9032

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> **Z83** which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**

DEPARTMENT OF EDUCATION

SENIOR LEGAL ADMINISTRATION OFFICER MR6 (9-month contract post)

SALARY RANGE: R473,820 – R1,148,828.00 OSD

Ref. ECDOE 01/11/2019 Head Office – Mandla Makupula Institute

Minimum Requirement: A Senior Certificate, plus an appropriate LLB. Post graduate qualification specialising in child law/education law, alternatively 5 years demonstrable experience in education law. At least 8 years' appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential

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

Enquiries: Mr E Scheun (043 702 7459)

CLOSING DATE: 20 DECEMBER 2019

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdoe.gov.za

All other applications must be forwarded through the following address:

DEPARTMENT OF EDUCATION

All applications within **Head Office** should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration Enquiries: Mr T Dimbaza (040 608 6200). No faxed or e-mailed applications will be accepted.

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to achieve equitable representation across race and gender as per Employment**

Equity Plan. Females and Disabled persons are strongly encouraged to apply.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND ENVIRONMENTAL AFFAIRS AND TOURISM

CONTROL ENVIRONMENTAL OFFICER: COMPLIANCE & ENFORCEMENT

*Salary Range: R495 219 – R566 220 per Annum
(OSD) (Ref. DEDEA/2019/10/14) • Sarah Baartman
Region*

Minimum Requirements: A Senior Certificate, plus an appropriate relevant NQF LEVEL 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 6 years post qualification experience of which three years must include experience in environmental compliance monitoring and enforcement.

knowledge and attributes are required: Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management, Working knowledge of Environmental Law; Completed Environmental Management Inspector training course. A valid driver's license.

KPA's: Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT

*Salary Range: R 402 045 – R557 856 per Annum (OSD)
(Ref. DEDEA/2019/10/15) • Sarah Baartman (2 Posts)*

Minimum Requirements: A Senior Certificate, plus an appropriate relevant NQF LEVEL 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management.

skills, knowledge and attributes are required: Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law; Correct interpretation and application of legislation; Principles of environmental management, Working knowledge of Environmental Law; A valid driver's license.

KPA's: Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT

*Salary Range: R 402 045 – R557 856 per Annum (OSD)
(Ref. DEDEA/2019/10/16) • Joe Gqabi*

Minimum Requirements: A Senior Certificate, plus an appropriate relevant NQF LEVEL 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management. **The following skills, knowledge and attributes are required:** Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; A valid driver's license.

KPA's: Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT

Salary Range: R 402 045 – R557 856 per Annum (OSD)

(Ref. DEDEA/2019/10/17) • OR Tambo

Minimum Requirements: A Senior Certificate, plus an appropriate relevant NQF LEVEL 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management. **The following skills, knowledge and attributes are required:** Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law; Correct interpretation and application of legislation; Principles of environmental management, working knowledge of Environmental Law; A valid driver's license.

KPA's: Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT

Salary Range: R 402 045 – R557 856 per Annum (OSD)

(Ref. DEDEA/2019/10/18) • Alfred Nzo

Minimum Requirements: A Senior Certificate, plus an appropriate relevant NQF LEVEL 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management. **The following skills, knowledge and attributes are required:** Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law, Correct interpretation and application of legislation; Principles of environmental management, Working knowledge of Environmental Law; A valid driver's license.

KPA's: Plan, co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION: ENFORCEMENT

Salary Range: R 402 045 – R557 856 per Annum (OSD)

(Ref. DEDEA/2019/10/19) • Chris Hani

Minimum Requirements: A Senior Certificate, plus an appropriate relevant NQF LEVEL 7+8 (Honours) or equivalent post graduate qualification, in natural or environmental science fields. A minimum of 3 years relevant post qualification experience in environmental management.

skills, knowledge and attributes are required: Policies and procedures of the directorate / department; Environmental legislation, administrative law, criminal law, Correct interpretation and application of legislation; Principles of environmental management, Working knowledge of Environmental Law; A valid driver's license.

KPA's: co-ordinate and render compliance monitoring inspections. Ensure environmental compliance with all relevant environmental legislation through criminal and administrative enforcement action. Participate in cooperative governance awareness. Perform administrative duties and related functions.

LEGAL ADMINISTRATION OFFICER (2 Posts)

(Ref. DEDEA/2019/10/20) • Head Office

GRADE 5 – (373 389 – 480 921)

Appropriated salary will be determined according to the regulatory Framework (based on OSD)

Minimum Requirements: A Senior Certificate, plus an appropriate law degree (NQF level 7) qualification majoring in Legal practice as recognized by SAQA. In addition, 3 years' relevant experience of which 1 year must be a supervisory experience. Admission as an Attorney/Advocate will serve as an advantage.

knowledge and attributes are required: Clear understanding of litigation procedures, especially that of Organs of State, clear understanding of Corporate Governance Requirements, Disciplinary Procedures in line with the Public Service Act as well as procedure for drafting policy and legislation and adoption thereof. Knowledge or all legislation relevant to the Department and specialised skills in Environmental Affairs as well as Strategic capability & leadership, Programme & Project Management, Financial Management, Problem Solving & Analysis, Client Orientation & Customer Focus, Communication, Computer literacy, Investigation. Valid driver's license required.

KPA's: Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support services. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

Hand Delivery: Phalo House, Phalo Avenue, Bhisho Or **Post to:** Private Bag X0054 Bhisho, 5605

Enquiries can be directed to Mr. T. Gantsho 043-605 7091

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified true copies of the following: all qualification/s, Matric certificate, ID and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a certified true copy of their Permanent Residence Permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **Females and Persons with disabilities are encouraged to apply.**

DEPARTMENT OF TRANSPORT: GFMS

ASSISTANT MANAGER: HRM AND ADMINISTRATION: (ONE YEAR CONTRACT)

Salary Notch: R 376 596.00 pa (Level 09) plus 37% in lieu of benefits
(Ref) GFMS 01/11/2019: East London

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate B Degree NQF Level 7 in Human Resource Management/ B Admin, majoring in Human Resource Management with at least 3 years relevant working experience at a supervisory level or SL7/8 in Human Resource Provisioning. A valid Code 08 driving license is essential. Knowledge of Human Resource Management Governing Prescripts.

N.B. Qualifications transcripts/ records must be attached

COMPETENCIES: Human Resource Management Systems (PERSAL), Human Resource Records Management, Strategic Partner, Change Management, Administrative Partner, Employee Champion, People Management, Problem Solving

KPA's: *Analyse national policy imperatives and facilitate implementation thereof through the development, consultation and adoption of GFMS policy instruments (policy, delegations, procedure maps and plans) *Develop and maintain the GFMS Human Resource Policies and Plans. * Supervise and provide recruitment, selection, employment and placement of employee's services.* Supervise implementation of Exit Interview services *Develop monthly reports*Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

**ASSISTANT MANAGER: SMALL MEDIUM MICRO ENTERPRISES DEVELOPMENT
(ONE YEAR CONTRACT)**

*Salary Notch: R 376 596.00 pa (Level 09) plus 37% in lieu of benefits
(Ref) GFMS 03/11/2019: East London*

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate B Degree NQF Level 7 in Business Administration/ Developmental Studies with at least 3 years' experience at supervisory level or SL7/8. 3 years' experience in project coordination of economic development initiatives will be necessary* Experience in the Auto sector/ Original Equipment Manufacturers' will be an added advantage* A valid code 08 driving license is essential.

SKILLS: *Computer Literacy – Extensive knowledge of Microsoft Excel / Word and PowerPoint.

COMPETENCIES *Creative thinking* Innovative*Decision Making* Good Organizational Communication effectiveness* Problem Analysis* Good Self-Management* Detail Orientated

KPA's*Manage rendering of technical administrative support services to the SMME Development Unit* Coordinate the development of Supplier data base *Manage and coordinate the creation of Partnerships with institutions of higher learning to execute the skills development plan for the Auto Sector* Manage in overhaul Skills Development and Training of SMME in the Auto Sector*Coordinate Resource Mobilisation for Merchant development* Analyses of financial reports on spend on suppliers especially BEE Merchants* Leverage on OEMs CSI programs for capacity building*Manage budget of the unit with all planning activities* Manage and coordinate the implementation of unit projects

**NETWORK CONTROLLER: ICT
(ONE YEAR CONTRACT)**

*Salary Notch R316 791.00 pa (Level 08) plus 37% in lieu of benefits.
(Ref) GFMS 04/11/2019: East London*

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate B Degree NQF Level 7 in Computer Science or Information Technology with at least 1-2 year's relevant working experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. Driving license is essential.

COMPETENCIES:*Good knowledge of ICT user requirement* Microsoft Office Suit* Desktop operation Systems* WAN and LAN infrastructure is essential. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required* Knowledge of Department transversal systems will be an added advantage.

KPA's:* Log calls on Helpdesk *Status update on calls logged on Helpdesk *Escalate unresolved calls to the next level of support personnel *Provide 1st and 2nd line support services *Collaborate with vendor support to resolve technical issues *Facilitate network installations, upgrades or enhancements and assist in evaluation of new products *Set up new computers, connect to the domain and install software *Connect users to printers on the GFMS network and create user boxes and passwords *Maintain a register for ICT equipment upgrades/repairs *Report user feedback and product requests *Record keeping *Develop and maintain installation and configuration procedures *Maintain the ICT infrastructure asset register *Ensure compliance with supply chain policies and procedures.

**STATE ACCOUNTANT – BILLING AND DEBT MANAGEMENT X 3
(ONE YEAR CONTRACT)**

*Salary Notch: R 257 508.00 pa (Level 07) plus 37% in lieu of benefits
(Ref) GFMS 05/11/2019: East London*

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate National Diploma NQF Level 6 majoring in Accounting with at least 1-2 years' relevant working experience in Finance, in an accrual environment. Practical experience in Pastel or any accounting system is essential. A valid code 08 driver's license is essential.

COMPETENCIES: *Creative Thinking*Decision Making*Problem Solving*Team Player*Technical Proficiency.

KPA's:*Preparation of billing schedules and invoices to clients* Allocation of receipts from clients*Processing of customer invoices*Preparation of debtors reconciliations* Preparation of journals relating to Accounts receivable.

**RECEPTIONIST: CORPORATE SUPPORT SERVICES
(ONE YEAR CONTRACT)**

*Salary Notch: R173 703.00 pa (Level 5) plus 37% in lieu of benefits
(Ref) GFMS 06/11/2019: East London*

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate NQF Level 4. A valid Code 08 driving license is essential

COMPETENCIES: * Good telephone etiquette* Good verbal and written communication skills * Conflict resolution* Self-Management*Interpersonal Relations* Records Management* Multi-tasking and time management skills with the ability of prioritizing task*Computer Literacy.

KPA's: * Welcome visitors in person and or telephonically* Direct visitors to the appropriate person*Provide receptionist services to the GFMS* Provide general administrative support services *Coordinate and manage all incoming and outgoing correspondence *Answering the switchboard, screening and forwarding incoming phone calls* Provide basic and accurate information in-person or via phone/email* Receiving and sorting daily mail/deliveries/couriers* Maintain office security by following safety procedures and controlling access via the reception desk* Perform other clerical receptionists duties such as filing photocopying transcribing and faxing.

**ADMINISTRATION CLERK: FLEET LOGISTICS X3
(ONE YEAR CONTRACT)**

*Salary Notch: R173 703.00 pa (Level 5) plus 37% in lieu of benefits
(Ref) GFMS 07/11/2019 East London (X2), (Ref) GFMS 08/11/2019 Port Elizabeth (X1)*

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate NQF Level 4. * A valid code 08 driving license is essential* Computer Literacy – Advanced Microsoft Excel/ Word and PowerPoint skills

COMPETENCIES: *Good communication skills* Team player *Self-management* Problem Solving and Decision Making* Computer Literacy.

KPA's: *Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles) *Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.) * Dispatching of vehicles to the different users. * Stock reconciliation and reporting *Manage the post delivery services and key management of all vehicles* Perform messenger duties and any other duties assigned.

**ADMINISTRATION CLERK: FLEET RISK MANAGEMENT
(ONE YEAR CONTRACT)**

*Salary Notch: R173 703.00 pa (Level 5) plus 37% in lieu of benefits
(Ref) GFMS 09/11/2019). East London*

MINIMUM REQUIREMENTS:* A Senior Certificate, plus an appropriate NQF Level 4. * A valid code 08 driving license is essential* Computer Literacy – Advanced Microsoft Excel/ Word and PowerPoint skills.

COMPETENCIES: *Good communication skills *Team player *Self-management* Problem Solving and Decision Making *Computer Literacy.

KPA's: * Process accident related claims, vehicle losses & related cost recovery processes. * Identify & process fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. * Coordinate the vehicle tracking system installations, de-installation, repairs, driver identification tags, invoice payment and relevant reports. *Assist with any other administrative duties of the unit and on special projects

The Eastern Cape Provincial Government is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature.

**DRIVER/ MESSENGER
(PERMANENT)**

*Salary Notch: R 122 595.00(Level 03)
(Ref) GFMS 10/11/2019). East London*

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate level 4 or NQF level 1 to 3 plus valid Driver's license with PDP * 2 years driving experience.

COMPETENCIES: Basic: reading, writing, good verbal communication, team work, driving skills.

KPA's* Provide driving service.* Provide general administrative support services

DEPARTMENT OF TRANSPORT: GFMS

INTERNSHIP PROGRAMME

30 INTERNS REQUIRED

DURATION – 24 MONTHS

GFMS- EAST LONDON

STIPEND – DETERMINED BY THE QUALIFICATION (TABLE OF DPSA DIRECTIVE)

This advertisement, is issued to all unemployed applicants younger than the age of 35 including persons with disabilities in the EC province, who are in possession of a 3- year qualification Degree or National Diploma from an accredited tertiary institution. Applicants who have already participated in any Government Internship Programme will not be considered and if it is found that this was the case after verification, the will not be considered. The primary purpose of internship program in government is acquisition of skill, knowledge and experience in order to compete in the open market and Public Service.

Requirements: A 3 year Degree/ National Diploma with no work experience

Applicants must be less than 35 years of age

Candidate must be a resident in the Eastern Cape Province

Good communication skills (Verbal and Written)

Fully completed Z83 form obtainable from all government departments/DPSA website

Curriculum Vitae (CV) not more than 3 pages

Certified copy of RSA Identity Document

Certified copy of certificate together with transcript copies

Attach current legitimate proof of residence (less than 3 months)

COMPONENT	NO OF INTERNS	QUALIFICATION	FIELD OF STUDY	PLACEMENT
Facilities & Security Management (Reception)	1	B Degree/ National Diploma	Office Management	GFMS – East London
Corporate Support Services	1	B Degree/ National Diploma	Records Management/ Any NQF Level 6/7	GFMS – East London

CLOSING DATE: 20 DECEMBER @14:00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

www.ecprov.gov.za or www.dpsa.gov.za or www.ectransport.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF TRANSPORT: GFMS TRADING ENTITY

Hand Delivery: 25 Brooklyn Road, Woodbrook, Westbank, East London, **Post to:** The Head of Entity, Department of Transport, Private Bag X 0001, Westbank, EAST LONDON, 5218. **Enquiries:** Mrs. P. Mbewu 043 731 1249/ Mrs. A Xabadiya 043 731 2319

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification, previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge and computer practical test. Successful candidates will be appointed on a performance based contract period of (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

DEPARTMENT OF SOCIAL DEVELOPMENT

ERRATUM: THE FOLLOWING POST WAS ADVERTISED IN THE DAILY DISPATCH AND ISOLEZWE ON 11 & 14 NOVEMBER AS SOCIAL WORK POLICY DEVELOPER AND IT SHOULD BE SOCIAL WORK SUPERVISOR

POST: SOCIAL WORK SUPERVISOR GR1 (2)

CENTRE: CHRIS HANI: Ngcobo Area Office (1) Ref. DSD45/11/2019; BCM: Dimbaza (1) Ref DSD.46/11/2019

NOTCH: R 363 801 per annum(OSD)