

**Circular 03 of 2019/20**

**Posted: 2019/05/19,21,23**

**Closing Date: 07/06/2019**

## **DEPARTMENT OF PUBLIC WORKS**

**NB: The Department encourages youth, people with disabilities, males and females to apply**

### **DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME**

**Salary Package: R733 257.00 Per Annum (Level 11)**

**(Ref :DPW 01/05/2019) Amathole Regional Office (East London)**

**MINIMUM REQUIREMENTS:** A degree or National Diploma in Public Administration or Public Management/ Socio- Economic Development/Labour Intensive Construction / Project Management / Community Development with at least five (5) years Expanded Public Works Programme experience of which three (3) years must be at Assistant Director Level. A proven record of managing a team. Relevant experience in the Public Service and Advanced Management Development Programme would be an added advantage. A valid driver's license.

**SKILLS AND KNOWLEDGE:** Knowledge and sound understanding of Public Employment Programmes. Knowledge of Labour Intensive programmes. Understanding of government legislations, policies and procedures. Social facilitation, Problem solving, Conflict management, Programme and Project management.

**KPA's:** Ensure that all regional public bodies implement EPWP programme. Liaise with public bodies and encourage them to increase their investment on Public Employment programmes. Provide support to ensure accurate reporting of all work opportunities implemented against the targets set. Coordinate the Enterprise Development programme for emerging contractors. Coordinate and management of APTCoD and NYS. Ensure that that sectors have business plans in line with agreed targets. Ensure that public bodies comply with and adhere to EPWP recruitment guidelines, policies and ministerial guidelines. Provide continuous support and monitoring to public bodies. Monitor the utilization of the EPWP Incentive Grant and adherence to the grant framework. Manage the resources allocated including human and finances. Develop strategies to mitigate against the possible risk that could be experienced. Provide periodic reports to all stakeholders and forums.

### **DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME**

**Salary Package: R 733 257 Per Annum (level 11)**

**(Ref: DPW 02/05/2019) Provincial Coordination, Head Office (Bhisho)**

**PURPOSE:** To manage, monitor and evaluate the EPWP performance within the province and submit reports thereof.

**REQUIREMENTS:** Bachelor's Degree/ National Diploma in Public Administration/ Development Studies/Statistics. A post graduate qualification in Monitoring and Evaluation will be an added advantage. A minimum of 5 years' experience in the M&E environment of which 3 years should be at Assistant Manager level. A code 8 driving licence.

**KNOWLEDGE AND SKILLS:** Understanding of Expanded Public Works Programme, research skills and methodologies, computer literacy, data analysis and reporting

**DUTIES:** Manage the collection and compilation of EPWP quarterly reports, Manage the training of Public Bodies in order to improve reporting and to ensure data integrity and reliability. Strengthen the impact evaluation and ensure greater transparency and accountability through the introduction of Social Audits. Strengthen the monitoring of the core EPWP principles to improve compliance to the guidelines and monitor the number of work opportunities reported in the EPWP-Reporting System by public bodies aligned to the approved EPWP Business Plan targets and manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

### **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT**

**Salary Package: R733 257 Per Annum (level 11)**

**(Ref: DPW 03/05/2019) Alfred Nzo Regional Office (Mount Ayliff)**

**MINIMUM REQUIREMENTS:** Bachelor's Degree/ National Diploma in Commerce/ Accounting/Financial Management, Taxation, Internal Auditing, OR A National Diploma in Cost and Management Accounting OR Bachelor of Business Administration with at least five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level/ Junior Management level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Sound understanding at basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. · knowledge of budget process, BAS, PERSAL and LOGIS· Have the ability to perform independently and under

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

pressure · Good written and verbal communication skills · Computer literacy in MS Word, Excel and Outlook · knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations·

**DUTIES:** Provide strategic guidance on handling Financial Management matters of the Region. Ensure that budget-related matters are attended accordingly. Ensure that financial policies and regulations are implemented properly. Control the administration of accounts and make follow up on the budget to ensure that it is utilized properly. Handle audit related queries. Responsible for Payroll Management. Manage personnel. Expenditure analysis· Manage compliance with legislative requirements on payment processes and reporting · Monitor and manage authorization of receipts and deposits and timely submission of returns to Head Office· Management of the Financial Administration component· Effective and efficient identification and management of risks within the unit. Management, safeguarding and maintenance of assets, including debtors ·Management of liabilities and collection of revenue. Compliance with taxes, levies, duties, pension and all financial commitments. Detect and report on unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct. Settlement of contractual obligations and payment of all money owing, including inter-governmental claims, within the agreed or prescribed period. Keeping full and proper records of the financial affairs of the Region. Control and review of monthly reconciliation ·Assist Management to ensure compliance with the PFMA, Treasury

### PROFESSIONAL CONSTRUCTION PROJECT MANAGER – GRADE A

*Component: Buildings (Education Portfolio)*

*Salary Package: R718 059.00 Per Annum (OSD)*

*(Ref: DPW 04/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** - National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A Valid driver's license ·Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

**KPA's:** - **Manage and co-ordinate all aspects of projects:-** (i) Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; (ii) Create and execute project work plans and revise as appropriate to meet changing needs and requirements; (iii) Identify resources needed and assign individual responsibilities; (iv) Manage day-to-day operational aspects of a project and scope; and (v) Effectively apply methodology and enforce project standards to minimize risk on projects. **Project Accounting and Financial Management:** - (i) Report project progress to Chief Construction Project Manager; and (ii) Manage project budget and resources; **Office Administration:** - (i) Provide inputs to other professionals with tender administration; (ii) liaise and interact with service providers, client and management; (iii) contribute to the human resources and related activities; (iv) maintain the record management system and the architectural library; and (v) utilize resources allocated effectively. **Research and Development:** - (i) Keep up with new technologies and procedures; (ii) Research/literature on new developments on project management methodologies; and (iii) Liaise with relevant bodies/councils on project management.

### CONTROL ENGINEERING TECHNICIAN: PROVINCIAL DEPARTMENTS

*Salary Package: R 446 202 Per Annum (OSD),*

*(Ref: DPW 05/05/2019) Head Office (Bhisho), Buildings*

**MINIMUM REQUIREMENTS:** National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting

**KPA's: Manage Technical Services:** - Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. **Manage administrative and related functions:-** To provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. **Research and development:-** Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### **ASSISTANT DIRECTOR: CONTRACTOR DEVELOPMENT**

*Expanded Public Works Programme*

*Salary Package: R376 596.00 Per Annum (Level 09)*

*(Ref: DPW 06/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** Bachelor Degree or National Diploma in Commerce/Public Management/Public Administration/Project Management/ Computer Science. 4 years' relevant experience in Contractor Development of which 3 years must be at a Supervisory level or salary level 7 or 8. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Public Finance Management Act (PFMA); Construction Industry Development Board Regulations, National Contractor Development Prescripts; Public Service Regulations, BBBEE Act, EPWP Policy. Contractor Development, Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

**DUTIES:** **Provide support in the Recruitment and Selection of Contractors for the Integrated Contractor Development Programme.** Assist to determine the number of contractors to be targeted based on the available budget. Facilitate the drafting of Expression of Interest that complies with the CIDB prescripts and links to National. Contractor Development Programme. Provide support to ensure compliance with SARS and CIPRO. Facilitate the inclusion of socio-economic deliverables in the recruitment of contractors. Facilitate the briefing sessions in all regions for the recruitment of contractors. Facilitate the Shortlisting and Selection of Contractors. Facilitate the issuing of appointment letters to the appointed contractors. Facilitate the induction of the appointed Contractors. **Facilitate the Training and skills development of emerging Contractors:** Check the availability of budget for training and skills development for contractors. Assist to facilitate the sourcing of funding from CETA in order for the programme to have additional budget for the training. Facilitate the training and skills audit for the contractors. Provide support to create a training plan for both classroom trainings and practical on-site trainings. Check that the appointed Training Providers are accredited and their trainings are NQF compliant. **Assist in the management of the development and growth of the Emerging Contractors:** Provide Support to manage the closed tendering process for the direct and indirect targeting of emerging contractors. Provide Support to facilitate the forging of strategic relationships with the various financial institutions (both public and private) with a view to facilitating finance and credit facilities for participating contractors. Provide support to facilitate the signing of cession agreements between the department and the contractors. Facilitate the attachment of a clear and dedicated technical support that will render mentorship support services for the contractors awarded projects. Provide support in monitoring the contractors implementing projects to check if they are on the right track, identify gaps and close them on time. Facilitate that contractors completed projects upgrade to the next CIDB level on the CIDB register of contractors. **Provide support in the management of the performance review, progression and exit of contractors from the programme:** Assist in the development and monitoring indicators that will be used to assess progress regarding the implementation of the programme. Facilitate that there is a bi-annual / mid-term performance review of all the participating contractors to assess the performance of contractors. Assist that the programme utilises the performance results of contractors and link them to the progression of contractors within the programme, thereby making it possible for them to meet all the requirements for upgrading with the CIDB construction registers. Facilitate that contractors complete training programmes before exiting the ICDP. Provide support in the registration of the contractors to one of the Contractors Forum in order to access work opportunities upon exiting the programme. Ensure that contractors exit the programme after 3 years. **Management of allocated resources:** Assist in the management the budget of the unit. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets

### **ASSISTANT DIRECTOR: ANTI-FRAUD AND CORRUPTION (ENTERPRISE RISK MANAGEMENT)**

*Salary Package: R376 596.00 Per Annum (Level 09)*

*(Ref: DPW 07/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** A degree or National Diploma in Forensic Auditing/Forensic Investigation/Internal Auditing/Risk Management/Criminology/Law with at least 4 years' working experience in the anti-corruption, risk management & ethics management fields or 4 years working experience in fraud investigation or in forensic Auditing of which 3 years must be at a supervisory level or salary level 7 or 8.

**SKILLS AND KNOWLEDGE:** Prevention and Combating of Corrupt Activities Act, Criminal Procedure Act. Public Finance Management Act (PFMA) Public Service Act, Public Service Integrity Framework and all other applicable legislation and prescripts. Report writing. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal relations, integrity, excellent service agent, Professionalism and courteous Interviewing Skills, Facilitation skills, research skills, project management skills, communication skills, competent in public service code of conduct. Capacity to work innovatively, under pressure and independently and abnormal working hours. Must possess a valid driver's license and willing to travel. Independently conduct fraud and ethics awareness campaigns. Assist in the Facilitation and co-ordination of fraud risk assessment and reporting.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

**DUTIES:** Assist in the Development and implementation of anti-corruption strategy, policies and plans. Assist in Monitoring, analysing and reporting on all allegations of fraud and anti-corruption. Assist in the management and monitoring of the case management system where all corruption cases are reported. Conduct and co-ordinate investigations in cases of alleged fraud, corruption and mal-administration. Facilitate risk assessments. Serve as witness during disciplinary hearings and witness in court as expert witness. Provide comprehensive and formalized training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases in consultation with the Chief Risk Officer. Assist in the facilitation and co-ordination of the integrity/ethics management functions. Assist in the development and implementation of Policies and plans. Assist in the coordination MPAT submissions and compliance for Anti-Corruption & Ethics Management functions. Assist in the preparations of progress reports to the outside stakeholders. Supervision and management of staff and trainees.

### **ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME**

*Innovation and Empowerment and Community Development*

**Salary Package: R376 596.00 Per Annum (Level 09)**

**(Ref: DPW 08/05/2019) Sarah Baartman (Port Elizabeth)**

**MINIMUM REQUIREMENTS:** Bachelor's Degree or National Diploma in Social Science/Public Administration/ Public Management/ Community Development/ Development Studies with 3 years' relevant work experience at a supervisory level or salary level 7 or 8 in Expanded Public Works Programme and other Developmental fields. Willingness to travel and a valid code B driver's license.

**SKILLS AND KNOWLEDGE:** A client minded person who is able to work with individuals, relevant stakeholders and teams at both managerial and operational level. • Sound knowledge of Government protocol, processes & regulations. • Knowledge of Expanded Public Works Programme, Integrated Development Planning Policy and Public Finance Management Act. • Knowledge of construction industry, project management and Labour- intensive methods of construction. • A candidate must have proven leadership and supervisory skills. • Financial administration, programme and project management skills. • Exposure in preparing reports and presentations. • Computer skills. • Good communications skills. • Willingness to adapt work schedule in accordance with professional requirements.

**KPA's:** Ensure that the departmental projects are EPWP and Labour intensive compliant, implementation EPWP maintenance programme, manage implementation of livelihood projects in the District, monitor implementation of innovative and empowerment initiatives for stakeholders and beneficiaries, conduct social facilitation to all Departmental Projects. Liaise within public bodies and estate owned enterprises to ensure their involvement in EPWP through the structuring of projects. Manage data Collection from the Principal Contractors • Initiate, manage and operate monitoring of construction related community based construction and secure road network. Manage all allocated resources.

### **ASSISTANT DIRECTOR: PRE-AUDIT**

*Directorate: Internal Control*

**Salary Package: R376 596.00 Per Annum (Level 09)**

**(Ref: DPW 09/05/2019) Head Office (Bhisho)**

**MINIMUM REQUIREMENTS:** An appropriate Degree/ National Diploma in Financial Management (with Accounting & Auditing) /Internal Audit. A minimum of 5 years of which 3 years must be at supervisory level or salary level 7 or 8 within Internal Control specifically in the pre-auditing environment. A valid driver's license. In-depth understanding of legislative framework that governs Public Sector Supply Chain Management.

**SKILLS:** Interviewing Techniques, Computer literacy. Effective communication (verbal and written), Planning and organisation, Relationship management. Good interpersonal and diplomacy skills. Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, conflict management, presentation skills and report writing skills. Energetic and self-driven. Team orientated, Change management orientated, Assertive and self-confident.

**DUTIES:** Interpret and apply relevant legislation, policies, regulations, frameworks, standards and guidelines. Receive procurement related documents for checking before an order is generated in LOGIS. Supervise the issuing of Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Supervise the provisioning of reasons for rejection of documents for order generation. Receive invoices and other procurement related documents for checking before the invoices are forwarded to the Expenditure Payment Unit for payment. Supervise the provision of reasons for invoices not approved for payment. Prevention and detection of irregular expenditure and communicate such information to the Compliance Unit on a regular basis. Assist in the compilation of the monthly reports for the Pre-Audit Unit. Assist with the review of payment vouchers for completeness and compliance with the applicable prescripts. Detect fruitless and wasteful expenditure and communicate such information to the Compliance Unit on a regular basis. Maintain a good working relationship with customers and stakeholders including internal and external auditors. Assist with the implementation of internal control systems. Ensure effective utilisation of human and material resources allocated to the Pre-Audit Unit.



## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### **ASSISTANT DIRECTOR: IMMOVABLE ASSET MANAGEMENT**

*Salary Package: R376 596 Per Annum (Level 9)*

*(Ref: DPW 10/05/2019) Joe Gqabi Regional Office (Sterkspruit)*

**MINIMUM REQUIREMENTS:** A Bachelor's Degree/ National Diploma in Public Management/Property Management/Real Estate/Facilities Management or any relevant qualification with five (5) years' experience working in the property management environment of which three (3) years must be at supervisory level or salary level 7 or 8. Advanced computer skills. • Good communication skills (both verbal and written) • A valid driver's license is a requirement.

**KNOWLEDGE AND SKILLS:** Computer Literacy. Ability to write letters and memorandums as well as to compile reports for property management. He/she must have the ability to read and interpret topographic maps, S.G. diagrams, title deeds, etc. Knowledge and understanding of property and land related legislations. Knowledge of state land. Good communication skills (both verbal and written) and leadership skills. Filing and office management skills. People management and problem solving skills. Must be able to work independently as well as in a team. Ability to work under pressure. A sense of accuracy and detail is very important.

**KPA's:** Assist with the administration and management of provincial state land. Conduct land use audits and investigations. Prepare applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums. Address enquiries related to state land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property. Assist the manager in other related tasks and duties, which may be assigned from time to time. Maintenance of immovable asset register. Supervise staff according to PMDS and identified areas of the business where inefficiencies may occur and recommend solutions. Design and implement strategies and best practices to minimise property expenditure and maximise property utilisation and income. Assist the manager in compiling of monthly, quarterly and annual reports of the directorate. Identify and assist with the process of disposing of non-core assets. Identify and assist the process of unsurveyed properties within the Region.

### **CONTROL SECURITY OFFICER: FACILITIES MANAGEMENT**

*Salary Package: R376 596 Per Annum (Level 9)*

*(Ref: DPW 11/05/2019) Chris Hani Regional Office (Queenstown)*

**MINIMUM REQUIREMENTS:** A National Diploma in Security Management/Policing/Law/Public Management/Public Administration with a minimum of 4 years' experience in the security field of which 3 years should be at supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's licence.

**NB!!** SSA Security Managers course and Project Management is an added advantage.

**KNOWLEDGE AND SKILLS:** Sound knowledge of security administration field. Knowledge of the MISS and MPSS Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer Literacy. Presentation skills

**KPA's:** • Manage and oversee security within the region. Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessments as well as security audits within the region • Monitor compliance with the Miss, MPSS and other security legislation. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security awareness and training programme for the region. Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region. Manage and co-ordinate the investigation of security breaches in the department. Manage and monitor compliance to Service Level Agreements with security service providers • Supervise work schedules to assure deadlines are met • Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products • Provide reports to line management on a regular basis. • Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

#### **COMPONENTS: IMMOVABLE ASSET MANAGEMENT**

**Salary Package: R376 596 Per Annum (Level 9)**

**(Ref: DPW 12/05/2019) Chris Hani Regional Office (Queenstown)**

**MINIMUM REQUIREMENTS:** A recognized Bachelor's degree in Public Administration/ National Diploma in Public Management/Property Management with at least 4 years' relevant experience of which 3 years must be at supervisory level. Proven relevant experience in the administration and management of properties is necessary. Candidates with relevant experience in State Land Administration will be given first preference. Basic knowledge and understanding of PFMA and Treasury Regulations. Candidates with GIS knowledge and experience will be advantageous for the post in Asset Register unit. Computer literate, MS Office and valid EB driver's license.

**KNOWLEDGE AND SKILLS:** Computer literacy, ability to write letters and memorandums, as well as to compile reports for the Manager. Must have the ability to read and interpret topographical maps, S.G diagrams, Title Deeds. Knowledge and understanding of property and land related legislation. Knowledge and understanding of the definition of State Land. Very good communication skills and leadership skills – both verbal and writing. Filing and office management skills. People management and problem solving skills. Must be able to work independently as well as in team. People management and problem-solving skills. Ability to work under pressure. A sense for accuracy and detail is very important.

**KPA's:** Assist with the administration and management of provincial State Land. Conduct land use audits and investigations. Conduct enquiries on Deeds Web or WinDeed. Prepare applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums and meetings. Address enquiries related to State Land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property, including the State Attorney and Chairperson of the PSLDC, Data cleaning. Co-ordinate the vesting of State Land. Conduct research work related to property matters. Maintain property registers (e.g. immovable asset register/LOGICA). Manage the safe keeping of security document i.e. Title Deeds • Compile monthly and quarterly reports on all issues pertaining to Asset Management • Supervision of Staff • Assist the Manager with other related tasks and duties which may be assigned from time to time. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS. **It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.**

### **SALARY CONTROLLER: PERSAL MANAGEMENT**

**Salary Package: R376 596 Per Annum (Level 9)**

**(Ref: DPW 13/05/2019) Head Office (Bhisho)**

**MINIMUM REQUIREMENTS:** A Three Year Degree or National Diploma in Human Resource Management/ Financial Management/ Public Management with three (3) years' experience as a supervisor in the Persal Management Unit environment. Possession of relevant PERSAL Certificates on Persal Controllers; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge of the SCC system. Excellent knowledge of Human Resource Regulatory Framework that governs Public Service. Proven experience and knowledge in the utilisation of Microsoft programmes like Access, Excel and V-Lookup applications are essential as the candidates will be subjected to a practical test in the said applications.

**SKILLS AND COMPETENCIES:** Thorough knowledge and understanding of user access security on Persal. An innovative and creative person with sound organising and planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing skills.

**KPA's:** Monitor the PERSAL Suspense File. Manage review of activities of PERSAL users as dictated by National Treasury, Provincial Treasury and departmental management. Monitor interaction between users and revisers. Approval/ Authorization of suspense file transactions and verification with source documents. Evaluation and recommendations to the Departmental PERSAL Coordinator changes to the system in line with the SCC. Extract, manipulate and analyse PERSAL information. Up – to- date PERSAL database and adherence to Minimum Information Standards. Perform PERSAL control functions and supervisory duties. Render support and advisory services to all departmental clients with regards to Salary Administration services. Continuous training for all PERSAL users within the department.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### CHIEF ARTISAN GRADE A: BUILDINGS - CONSTRUCTION AND MAINTANENCE

*Salary Package: R386 487 Per Annum (OSD)*

*(Ref: DPW 14/05/2019) Chris Hani Regional Office (COFIMVABA DEPOT)*

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Diploma (Bricklaying, Carpentry, Painting or Plumbing). A valid Driver's license .Ten (10) years post qualification experience required as an Artisan / Artisan Foreman .

**SKILLS AND KNOWLEDGE:** Project Coordination. Technical design and analysis knowledge. Research and development. Computer-Aided Architectural application. Knowledge of legal compliance. Technical report writing. Technical consulting. Production process knowledge and skills.

**KPA's:** **Manage technical services:** Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. **Manage administrative and related functions:** Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan, Update databases; and Manage artisans and related personnel and assets. **Financial Management:** Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. **People management:** Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinate's' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. **Maintain and advance expertise:** Continuous individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise; Liaise with relevant bodies/councils on technical/engineering-related matters.

### ENGINEERING TECHNICIAN - GRADES A: PROFFESIONAL SERVICES (4 POSTS)

*Component: Buildings (Health Portfolio)*

*Salary Package: R311 859.00 Per Annum (OSD)*

*(Ref: DPW 15/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** A recognised 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

### LABOUR RELATIONS OFFICER: LABOUR RELATIONS

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 16/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** A Bachelor's Degree / National Diploma in Labour Relations/ Industrial Relations/Human Resource Management with three (3) years relevant experience. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Public Administration, Public Service Legislation, International Relations, Persal system. Computer literacy (Microsoft PowerPoint, Excel)

**KPA's:** **Process labour related matters i.e. Grievance, Disciplinary procedure, Disputes Resolutions:** Give expert advice on labour related matters. Conduct investigation on labour related matters. Draft charges and serve notices to the alleged misconduct. Write a report on findings and prepare response to the aggrieved employees. **Represents the department on labour related matters:** Disciplinary hearing. CCMA. Bargaining council. Maintenance of labour relation information management system. Grievances, Disputes, misconducts, labour unrest.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### **SENIOR STATE ACCOUNTANT: FINANCE**

*SUB - COMPONENT: PRE – AUDIT*

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 17/05/2019) Alfred Nzo Regional Office (Mount Ayliff)*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in Accounting, Financial Management, Taxation, Internal Auditing or Cost and Management Accounting with at least 3 years' relevant experience in Pre-Audit/ internal control/governance environment. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Knowledge of government transversal systems (BAS, PERSAL & LOGIS) Knowledge of Supply Chain Management prescripts. Computer Literacy.

**DUTIES:** Review of efficiency and effectiveness of regional financial operation. Monitor Pre auditing of document before an order is issued. Risk Management audit. Monitor and evaluate compliance with Policies, Procedures, Laws and regulations. Ensure accuracy on all issued certificates. Ensure all specimen signatures are in place. Monitor Pre auditing of payment vouchers. Submission of commitments requests documents. Monthly submission of Irregular and Fruitless and wasteful expenditure. Submission of monthly sectional reports. Adherence to Delegations. Verification of documents after capturing. Supervision of Pre Audit unit. Co-ordination with external auditors.

### **SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION**

*Sub-Component: Creditor Reconciliation*

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 18/05/2019) Sarah Baartman (Port Elizabeth)*

**MINIMUM REQUIREMENTS:** Recognised Bachelor's Degree or National Diploma in Financial Management with 3 years working experience in Financial Management environment in particular reference to Creditors Reconciliation Unit. Extensive knowledge and experience of BAS and LOGIS. 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 payments of 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 suppliers. 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.

### **SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT**

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 19/05/2019) Sarah Baartman (Port Elizabeth)*

**MINIMUM REQUIREMENTS:** A recognized Bachelor's Degree / National Diploma with at least 3 years' relevant experience in the property management environment. Candidates with experience in and knowledge of State Land Administration and the composition of Government's Immovable Asset Register will have an advantage. Good communication skills both written and verbal. Pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA, Treasury Regulations and property related legislation. Computer literacy in MS Word, Excel and PowerPoint. A valid driver's license.

**DUTIES:** Assist with the management of information on the Immovable Asset Register for the Sarah Baartman Region. regularly update the Immovable Asset Register. Verify the ownership of properties through Deeds Web. Communicate with Deeds Office and Local Municipalities to resolve ownership issues. Prepare for, and conduct Land Audits to establish the land use and related property information. Assist with the compilation of Land Audit Reports. Assist with the vesting of properties in terms of the Constitution. Prepare applications for the confirmation of vesting through the EC-PSLDC. Assist with the Management of the lease portfolio. Maintain the Lease Registers for commercial, residential and parking Lease Agreements. Manage the termination or renewal of expired Lease Agreements. Assist in the process of eviction of illegal tenants. Compile monthly and quarterly reports on all issues pertaining to Asset Management. Supervision of Staff. Manage the safe keeping of security document i.e. Title Deeds and Lease Agreements

### **SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT**

*Sub-Component: Property Holdings*

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 20/05/2019) Sarah Baartman (Port Elizabeth)*



## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

**MINIMUM REQUIREMENTS:** A recognized Bachelor's Degree / National Diploma with at least 3 years' relevant experience in the property Management environment. Candidates with experience in and knowledge of Property Legislation i.e. State Land Disposal Act, Constitution, Deeds Registries Act, will have an advantage. Good communication skills both written and verbal. Pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA and Treasury Regulations. Computer literacy in MS Word, Excel and PowerPoint. A valid driver's license.

**DUTIES:** Assist with the acquisition of immovable assets required by User Departments for state domestic purposes by way of Expropriation, Donation, Exchange or Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Ensure proper record keeping of all acquisitions. Compile and submit monthly and quarterly reports regarding the acquisition of properties to management. Assist with the disposal of immovable assets owned by the Provincial Government by way of Donation, Tender and Common Law. Identify state land for possible disposal. Prepare and submit applications for the disposal of properties to the EC-PSLDC. Issue instructions to the State Attorney and Private Conveyancers for the registration of transfer of properties in the Deeds Office. Ensure proper record keeping of all disposals. Compile and submit monthly and quarterly reports regarding the disposal of properties to management. Request appointment of various service providers i.e. Valuers and Land Surveyors. Assist with all other Land Administration issues i.e. registration of real rights, Certificates of Registered State Titles and Registered Titles. Supervision of Staff.

### SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT

*Sub-Component: Facilities Management*

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 21/05/2019) Sarah Baartman (Port Elizabeth)*

**MINIMUM REQUIREMENTS:** A recognized Bachelor's Degree/ National Diploma in Public Administration or Public Management/ Facilities Management with at least 3 years' relevant experience in facilities management or property management environment. Candidates with experience in and knowledge of Facilities Management will have an advantage. Good communication skills both written and verbal. Good interpersonal relations, negotiation skills, pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA and Treasury Regulations. Computer literacy in MS Word, Excel and PowerPoint. Valid driver's license.

**DUTIES:** Prepare documents for the appointment of contractors for cleaning and security services. Supervise and coordinate the work of contractors. Monitor through site inspections the implementation of Service Level Agreements by appointed cleaning and security companies. Calculate and compare costs for required goods and services to achieve maximum value for money. Check that agreed work by staff or contractors has been completed satisfactory and follow up on any deficiencies. Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences. Facilitate the payment of contractors. Supervision of Staff. General office administration

### SENIOR PROVISIONING ADMIN OFFICER: ACQUISITION

*Component: Supply Chain Management*

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 22/05/2019) Amathole Region Office (East London)*

**MINIMUM REQUIREMENTS:** A relevant degree/ diploma in commerce/ Accounting/ Financial Management/ Public Management with 3 years' experience in Bid Administration or 3 years' relevant experience in Supply Chain Management. Knowledge of Bid administration processes. Knowledge of applicable legislation and regulations. Sound knowledge of the management information systems as well as understanding of the departmental policies and processes. Public Sector Experience. A driver's license code B

**KPA's:** Invite bids/quotations and receipt of bids/quotations. Provide Secretariat services to Bid committees. Ensure compliance and reporting. Supervision of the section. Monitor and evaluation performance of subordinates. Compilation of reports and keep trail of documents from start of tender to award stage for all projects

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### SENIOR PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 23/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** An appropriate Degree/ National Diploma in Public Administration/ Public Management/ Business Management, Marketing majoring in Supply Chain Management or Finance coupled with at least 3 years' appropriate experience in movable asset management at Level 7.A valid driver's licence. Previous experience in dealing with prestige accommodation (MPL residences) assets.

**SKILLS AND KNOWLEDGE:** Knowledge asset management procedures, applicable legislation such as: PFMA, Treasury Regulations, Ministerial Handbook, Asset Management Framework, Batho Pele etc. Effective communication, Project management, report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, honesty and integrity. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

**DUTIES:** Procurement, delivery and relocation of furniture for prestige accommodation. Barcoding of assets and capturing of assets in the asset register. Completion of asset movement forms and updating movements in the asset register. Conduct physical verification of assets in MPL residences as well as in the department. records maintenance on the record and filing management system. Liaise and interact with Service Providers, Prestige Unit in Legislature, Special Programmes and NGOs. Assist in disposal of redundant furniture from prestige accommodation.

### CHIEF WORKS INSPECTOR (BUILDINGS) (2 POSTS)

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 24/05/2019) Sarah Baartman Region (Port Elizabeth)*

**MINIMUM REQUIREMENTS:** Bachelor's Degree/ National Diploma in Buildings or equivalent qualification OR A N 3 and passed trade test in the buildings environment OR Registered as an Engineering Technician. 3 to 5 years' appropriate experience. A valid driver's license.

**KPA's:** Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: - Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. **Render an inspection service of work done on new projects and exiting structures, through inter alia the following:** - Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finished. Develop progress reports on outstanding and finalized work. Develop progress reports on outstanding and finalized work. **Analyse and compile relevant project documentation for new and existing structures, through inter alia the following:** Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. **Manage the activities of contractors on project sites through inter alia the following:** - Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. **Supervise the performance and conduct of Works Inspects through inter alia the following:** Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### CHIEF PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT (2 POSTS)

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 25/05/2019) Alfred Nzo Regional Offices (Mount Ayliff)*

*(Ref: DPW 26/05/2019) Joe Gqabi Regional Offices (Sterkspruit)*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in Human Resources Management/Public Management or Public Administration plus at least 3 years' relevant experience related to staff provisioning. Computer literacy (especially MS Word, Excel and PowerPoint). Knowledge of post establishment and the Code of Remuneration (CORE). Working knowledge of PERSAL will be an added advantage. Working knowledge of the related prescript policies. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Good communication, organizing and problem solving skills. good reporting skills.

**DUTIES:** Administer Personnel provisioning activities, such as appointments, promotions, transfers, secondments, recruitment and selection and placement which entails the advertising of vacancies, scheduling of applications, attending interviews, writing submissions for appointments and appointment offers. Administer personal suitability checks(PSC) to potential employees and verification of qualifications SAQA. Administer appointment, translations in rank, transfers, relocations, probation and MMS/SMS packages on PERSAL system. Administer departmental HR information on PERSAL system. Identify provision needs of staff. Approve PERSAL transactions. Administer attraction and retention of employees. Supervise and control staff in the unit

### SENIOR PROVISIONING ADMIN OFFICER: CONTRACTS

*Component: Supply Chain Management*

*Salary Package: R316 791.00 Per Annum (Salary Level 8)*

*(Ref: DPW 27/05/2019) Amathole Regional Office (East London)*

**MINIMUM REQUIREMENT:** A relevant degree or National Diploma in commerce/Accounting/Financial Management/Public Management with 3 years' relevant experience. Public Sector Experience. Knowledge of Transport Policy for both Pool and Subsidised Vehicles. A valid driver's license code B

**KPA:** Supervise the day to day operation of pool vehicles. Exercise the effective and Control of Departmental Fleet. Supervise the capturing of fuel claims for subsidised vehicles. Supervise the capturing of fuel claims for subsidised vehicles. Ensure the effective Maintenance of all Schemes Administered by Government.

### SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT

*COMPONENTS: SUPPLY CHAIN MANAGEMENT*

*Salary Package: R 316 791 Per Annum (Level 8)*

*(Ref: DPW 28/05/2019) Chris Hani Regional Office (Queenstown)*

**MINIMUM REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics Management with three (3) years' relevant experience. Knowledge of Public Finance Management Act, PPPFA, Supply Chain policies and procedures, Treasury Regulations, CIDB Act, BBBEE Act and other relevant prescripts. Computer skills, Planning and Execution skills, Good Communication and writing skills, Problem solving skills, Decision-making skills, Interpersonal skills, Presentation skills, Analytical and Creative thinking, Organising skills, Ability to work independently and under pressure. In depth knowledge of LOGIS mainframe/on-line and CSD. Must have a Valid Driving Licence.

**SKILLS AND KNOWLEDGE:** Knowledge of Public Finance Management Act, Preferential Procurement Policy Framework Act, Supply Chain policies and procedures, Treasury Regulations, CIDB Act, BBBEE Act Public Service Act, Performance management principle and other relevant prescripts. Effective communication, Advanced report writing skills, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative and Creative, Ability to communicate at all levels, Analytical thinking, Conflict resolution, Planning and Execution, Delegation and Decision-making, Organising skills, Ability to work independently and under pressure. In depth knowledge of LOGIS mainframe/on-line and CSD. Must have a Valid Driving Licence.

**KPA'S:** Research, analyse and compile information for the planning of procurement requirements for the region. Consolidate information for the annual regional procurement plan. Compile tender/quotation documents. Provide administrative support to the Bid Specification Committee. Render guidance in the compilation of specifications / Terms of Reference. Place adverts for tenders. Compilation of prospective list of providers from National Treasury Supplier Database (CSD) for Quotations. Oversee Sourcing of quotations and approve thereof. Ensure that planned target dates to obtain goods & services and works are met. Maintain section register of incoming and outgoing requisitions. Compile monthly reports for management information. Safe keeping of information. Provide constant feedback to End-users. Supervise staff within the unit.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### SENIOR ADMIN OFFICER: PROVINCIAL COORDINATOR –EPWP

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 29/05/2019) Chris Hani Regional Office (Queenstown)*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in Public Management. A minimum of 3 years' relevant experience in EPWP coordination and monitoring. A valid code B drivers licence.

**KNOWLEDGE AND SKILLS:** Understanding and application of the: Skills Development Act. Guidelines for the Implementation of Labour Intensive Infrastructure Projects under EPWP. EPWP Recruitment Guidelines. EPWP Reporting System. Knowledge of EPWP and PFMA. Excellent communication. Interpersonal and report writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Problem solving skills. Facilitation skills. Ability and Willingness to travel. Knowledge of Government protocol processes and regulations. Flexibility and Initiative. Ability to stay focused and work under extreme pressure.

**KPA's:** The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Community participation in all community based public programmes in all Sectors of EPWP e.g. Infrastructure, Social, Environment and Non State Sector projects. Monitoring of Data Quality Assessment in all implemented projects. Social facilitation in all projects under implementation. Signing of Protocol Agreements by Public Bodies within the region. Coordinating EPWP Regional Steering Committees. Give Technical support to all Public Bodies in the region. Knowledge of Performance information within the region. Manage subordinates within the region. Attend both the RSC and PSC meetings. Compile weekly and monthly. incentive grants. Knowledge of EPWP reporting system. Check and correct information reporting system. Construction and manage proper filing system. Keep records for all implemented projects. Communicate with both internal and external stakeholders.

### SENIOR ADMIN OFFICER: MONITORING AND EVALUATION - EPWP

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 30/05/2019) Chris Hani Regional Office (Queenstown)*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in Public Management with at least 3 years' relevant experience in a built environment social facilitation administration. A valid code B drivers licence. Experience in social facilitation and training in government construction projects will be an added advantage.

**KNOWLEDGE AND SKILLS:** Understanding and application of the: Skills Development Act. EC Public Works Integrated Contractor Development Programme Policy (ICDP). Guidelines for the Implementation of Labour Intensive Infrastructure Projects under EPWP. EPWP Recruitment Guidelines. Accelerated Professional and Trade Competency Development Programme Policy (APTCOD). National Youth Service Program (NYS). EPWP Recruitment Guidelines. Excellent communication skills. Sound Knowledge of Government protocol, processes and regulations. Knowledge of EPWP and PFMA. Willingness to work beyond the normal working hours. Computer literacy. Interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels, Problem solving skills, Flexibility and Initiative. Ability to stay focused and work under extreme pressure.

**KPA's:** The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Facilitate EPWP Maintenance Programme. Facilitate APTCOD and NYS Programmes. Monitoring of EPWP trainings, Coordinate ICDP Programme. Create and manage a database for learners and service providers. Liaise with contractors, Consultants and stakeholders on project related issues. Arrange suitable trainings for APTCOD students and contractors. Monitor and report on the project expenditure submissions during weekly and monthly meetings. Attend to general correspondence and liaise with stakeholders from time to time. Supervision of Subordinates.

### SENIOR STATE ACCOUNTANT: EXPENDITURE

*Salary Package: R 316 791.00 Per Annum (Level 8)*

*(Ref: DPW 31/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** A Bachelor's degree / National Diploma in Commerce with 3 years' relevant experience in Financial. Processes and Expenditure Management. Knowledge and experience of BAS & Logis. Computer skills (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy.

**KPA's:** Assist to manage the payment of Creditors on the departmental financial systems (BAS and LOGIS), Ensuring timeous payment of all supplier payments. Assist with the monitor of the operations of the Expenditure Section. Supervise payment staff. Deal with internal & external payment queries. Supervise and safeguard source documents



## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### **SAFETY OFFICER: HUMAN RESOURCE MANAGEMENT**

*Salary Package: R257 508.00 Per Annum (Level 07)*

*(Ref: DPW 32/05/2019) Sarah Baartman Region (Port Elizabeth)*

**MINIMUM REQUIREMENTS:** Bachelor's Degree or National Diploma in Safety Management /Human Resource Management with at least 1-2 years' relevant experience in Occupational Health and Safety. A valid driver's license. Good knowledge of OHS Act and Compensation for Occupational Injuries and Diseases Act, No 130 of 1993. Good knowledge of risk management control measures.

**DUTIES:** Ensure implementation of health and safety services; investigate accidents reported within the region. Maintain quality improvement standards on health and safety. Conduct orientation, induction and in – service training to employees on procedure related to safety, e.g. firefighting, disaster evacuations etc. Participate in quality management plans and policy developments and improvement and advise management. Keep files for different reports, daily control registers, inspection registers, defect reports as required by law, regulations and SABS standards, injury on duty investigation reports, safety representatives' inspection reports and health and safety committee meetings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Implement Peer education to prevent the spread of HIV/Aids in the workplace. Monitoring payment of IOD cases within the region. Conduct Hazard identification and Risk Assessment (HIRA).

### **PERSONAL ASSISTANT: CHIEF DIRECTOR: CORPORATE MANAGERMENTS' OFFICE**

*Salary Package: R257 508.00 Per Annum (Level 07)*

*(Ref: DPW 33/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** An appropriate Bachelor's Degree or National Diploma in Office Management/ Management Assistant with at least two (2) years relevant experience as a secretary or providing secretarial support at senior level. Advanced knowledge of Microsoft Office packages and document management system. Must have good interpersonal, organizational and communication skills (written/verbal) and advanced planning. Must be customer focused, adaptable and detail conscious. Experience in customer relations and client liaison is also a prerequisite. The successful applicant must be able to maintain confidentiality and work independently with minimum supervision.

**KPA's:** Provide a secretarial/receptionist support service to the Chief Director: Taking and typing of minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Render administrative support services: - i.e. collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. Provide assistance in the technical formatting of submissions for the Chief Director from time to time. Develop and maintain an efficient filing system within the Chief Director's office. Ensure that travel arrangements are well coordinated, prioritize issues in the Chief Director. Procure office supply for the Chief Director's office i.e. groceries, stationery, printing supplies etc. Provide logistical support to Chief Director (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). Support Chief Director with the administration of his/her budget as well prepare his/her S&T claims. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: - remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director; remains abreast with the procedures and processes that apply in the office of the Chief Director.

### **INTERNAL AUDITOR: INTERNAL AUDIT**

*Salary Package: R257 508.00 Per Annum (Level 07)*

*(Ref: DPW 34/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** An appropriate Bachelor's Degree/ National Diploma in Internal Auditing with a minimum of two years' relevant experience in the field of Internal Audit and Risk Management. A valid driver's Licence and a person must be a member of IIA SA

**KNOWLEDGE AND SKILLS:** Reasonable knowledge of Public Service, Internal Auditing, International Standards for the Professional Practice of Internal Auditing(ISPPIA) understanding of the Regulatory Framework for Public Service, e.g. PFMA, Public Service Regulations, National and Provincial Treasury Regulations and other relevant prescripts, Understanding of project management principles. Innovative, good interpersonal and problem solving Skills. The IA is expected to affect sound and impartial ruling to ensure observance with internal audit guidelines and proactively control divergence in sensitive circumstances. Must be computer literacy and be able to use teammate audit software. Have an understanding of BAS, Persal and LOGIS and any other related analytical software. Excellent oral, written

Communication and report writing skills. Good organizational and administrative skills. Computer skills including use of audit software. Good organizational and administrative skills.

**KPA's:** Execution of internal audits by, identifying and assessing systems for areas or activities under audit. Gather information regarding systems, procedures and management controls. Analysing and evaluating control systems for areas or activities under audit. Implementation of Internal Audit Coverage Plan. Conduct the planning of individual audit assignments. Execute detailed audit procedures. Prepare working papers recording and summarizing audit procedures performed. Develops a detailed audit report on each

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

audit. Reports include a review of the findings and an identification of recommendations to correct any deficiencies. Conduct ad-hoc and consulting audit assignments as allocated. Determine compliance with acts, regulations and policies. Review the process of recording and safeguarding assets. Evaluate adequacy and effectiveness of internal controls

### **ADMIN OFFICER: FIXED ASSET MANAGEMENT**

*Sub Component: Property Holdings*

*Salary Package: R257 508.00 Per Annum (Level 07)*

*(Ref: DPW 35/05/2019) Alfred Nzo Regional Office - Mount Ayliff*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in any Real Estate, Property Management / Public Administration / Public Management with at least 2 years' relevant experience in Fixed Assets Management. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Advanced computer skills and good communication skills both verbal and written. Sound knowledge and workable understanding of State Land administration and land use management including legislation within the property industry. Knowledge and understanding of PFMA, GIAMA and the role and functions of PSLDC will be to the candidate's advantage. A good understanding of Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. A valid driver's license.

**DUTIES:** Administer the acquisition and disposal of immovable assets and property rights e.g. servitudes. Assist with the acquisition of immovable assets required by user departments for state domestic purposes by way of Expropriation, Donation, Exchange, and Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Submit applications for the disposal of properties to the PSLDC. Issue instructions to the State Attorney and private Conveyancers for the registration of transfer including real rights. Request appointment of various service providers, e.g. Valuers, land surveyors. P web-based system.

### **ADMIN OFFICER: EXPANDED PUBLIC WORKS PROGRAMME**

*Sub Component: Monitoring and Evaluation*

*Salary Package: R257 508.00 Per Annum (Level 07)*

*(Ref: DPW 36/05/2019) Alfred Nzo Regional Offices - Mount Ayliff*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in Management/Public Management/Social Sciences with two (2) years relevant experience in Expanded Public Works Programme. Sound administration and communication skills.

**KNOWLEDGE AND SKILLS:** Sound knowledge and experience of MS Word; MS Excel and Web based reporting systems would serve as an advantage. Knowledge of the Public Finance Management Act. Proven extensive knowledge and experience of the Expanded Public Works Programme on other labor-intensive programmes. A valid Code 8 driver's license.

**DUTIES:** Monitoring and Evaluation of Regional Expanded Public Works Programme projects. Oversight on programme reports. Programme review on quarterly basis. Prepare evaluation reports for the region. Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure their programmes compliment and are mainstreamed in departmental programmes. Ensure public bodies contribute towards sectorial plans. Ensure that training and development form key aspects of sectorial plans. Establish sectorial committees and ensure their functionality. Collect and collate reports from sectorial committees. Contribute towards the realization of EPWP targets. Reporting on EPW.

### **ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT**

*Sub Component: Asset and Inventory*

*Salary Package: R 257 508.00 Per Annum (Level 07)*

*(Ref: DPW 37/05/2019) Alfred Nzo Regional Office - Mount Ayliff*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in Commerce / Accountancy/ Auditing/ Supply Chain Management/Purchasing/ Logistics Management. A minimum of two (2) years relevant working experience in Asset/ Inventory Management. Computer skills in Microsoft Applications. A valid driver's license.

**DUTIES:** Asset movement: filing and signing of movement forms. Physical verification of assets. Continuous updating of the asset register. Keep track of Inventories and Inventory Controllers. Receive assets and inventories and keep records. Prepare asset and inventory reconciliation reports every month. Identify and list disposal.

### **ADMIN OFFICER: BUILDINGS MANAGEMENT**

*Salary Package: R257 508.00 Per Annum (Level 07)*

*(Ref: DPW 38/05/2019) Alfred Nzo Regional Office- Mount Ayliff*

**MINIMUM REQUIREMENTS:** A Bachelor's Degree/National Diploma in Public Administration/Management or Office Management with 2 years' relevant experience in Programme / Office support environment.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

**KNOWLEDGE AND SKILLS:** Excellent communication skills. Knowledge of technical and PFMA. Willingness to work beyond the normal working hours. Supervisory skills. Computer skills will be an added advantage. Maintain confidentiality and work independently with minimum supervision.

**DUTIES:** Render administrative support within the programme. Compile reports (technical and administrative) and presentation for the section and monitor budget for the programme. Monitor filing and database of projects. Compile specification of protective clothing, equipment and stationery for the programme and present on specification and procurement committees. Report on expenditure of the sub-programmes against the approved budget and attend to Regional Budget Advisory Committee (BAC). Attend general correspondence of the programme and liaise with the internal and external stakeholders from time to time. Collect, compile and submit monthly, quarterly, annually and management report for the program.

### **ADMINISTRATIVE OFFICER (FACILITIES MANAGEMENT)**

*Component: Fixed Asset Management*

*Salary Package: R257 508.00 Per Annum (Level 7)*

*(Ref: DPW 39/05/2019) Amathole Regional Office (East London)*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in Public Management/ Public Administration/ Management/Real Estate/ Facilities Management qualification. A valid driver's license. Added advantage: with a minimum of 2 years' experience in the property field

**KNOWLEDGE AND KNOWLEDGE:** 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. Organise client forum meetings.

### **CHIEF PROVISIONING ADMIN CLERK: LOGISTICS**

*Component: Supply Chain Management*

*Salary Package: R257 508.00 Per Annum (Level 7)*

*(Ref: DPW 40/05/2019) Amathole Regional Office (East London)*

**MINIMUM REQUIREMENTS:** A appropriate Degree/ National Diploma in Commerce/Accounting/Financial Management/Public Management with 2 years' relevant experience in Supply Chain Management. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations and other relevant prescripts. Knowledge of LOGIS and BAS system

**KPA's:** Maintain data used in the administration of LOGIS. Verify that batch runs are properly executed. Coordinate and monitor office procedures such as voucher control and filing. Coordinate problem resolution on the system. Coordinate store infrastructure maintenance. Coordinate, plan and corporate with the Head SCM for the further automation of Cost Centre Managers (Chief Users)

### **PROVISIONING ADMIN OFFICER: FLEET**

*Component: Supply Chain Management*

*Salary Package: R257 508.00 Per Annum (Level 7)*

*(Ref: DPW 41/05/2019) Amathole Region Office (East London)*

**MINIMUM REQUIREMENTS:** - A appropriate Degree/ National Diploma in Public Management/ Public Administration with 2 years' experience in Fleet Management. Public Sector Experience. Knowledge of Transport Policy for both Pool and Subsidised Vehicles. A valid driver's license code B.

**KPA's:** - Supervise the day to day operation of pool vehicles. Exercise the effective and Control of Departmental Fleet. Supervise the capturing of fuel claims for subsidised vehicles. Supervise the capturing of fuel claims for subsidised vehicles. Ensure the effective Maintenance of all Schemes Administered by government

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

### STATE ACCOUNTANT: FINANCIAL ADMINISTRATION

*Component: Salaries*

*Salary Package: R257 508.00 Per Annum (Level 7)*

*(Ref: DPW 42/05/2019) Amathole Regional Office (East London)*

**MINIMUM REQUIREMENTS:** An appropriate B Degree/ National Diploma in Financial Management/ Accounting/ Internal Auditing/ Cost and Management Accounting/ Business Management with at least 2 years' relevant experience in salaries section.

**SKILLS AND KNOWLEDGE:** Knowledge and experience of BAS and Persal. Computer skills (MS Word and Excel). 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.

**KPA's:** Capturing of salary administration documents (Deductions and Allowance payments for supplementary runs on Persal. Verify all captured transactions on Persal. Filing of source documents for audit purposes. Attend to salary related queries. Assist with payrolls and pay slips.

### ADMIN OFFICER: APTCORD AND LEARNERSHIP (EPWP)

*Salary Package: R257 508.00 Per Annum (Level 7)*

*(Ref: DPW 43/05/2019) Head Office Bhisho*

**MINIMUM REQUIREMENTS:** An appropriate Degree/ National Diploma in Public Admin /Public Management/Project Management. Minimum of 2 years' experience in Innovative and Empowerment Programme. Understanding of the APTCOD /NYS/Contractor development. Understanding of EPWP principles will be an added advantage. Must have a valid driver's License and must be willing to travel extensively.

**SKILLS AND KNOWLEDGE:** Knowledge of following prescripts: PFMA, CIDB Act; EPWP. Knowledge of the Construction Industry. Strong interpersonal Skills. Problem solving Skills. Report writing Skills. Must be Target Driven. Project Management

**KPA's:** Provide support to the ICDP contractors and facilitate their upgrading on the CIDB register. Facilitate Contracting of youth into the NYS programme. Facilitate the implementation of APTCOD programme. Facilitate the trade testing of the APTCOD learners Register the unemployed people and employers in the Amathuba Jobs Portal. Matching of unemployed people to jobs through the Amathuba Jobs Portal.

### WELLNESS OFFICER: HUMAN RESOURCE MANAGEMENT

*Salary Package: R257 508.00 Per Annum (Level 7)*

*(Ref: DPW 44/05/2019) Joe Gqabi Regional Office (Sterkspruit)*

**MINIMUM REQUIREMENTS:** A Bachelor's Degree or National Diploma in Social Science/ Psychology /Human Resources Management with a minimum of two (2) year relevant experience in the field of Employee Health and Wellness.

**KPA'S:** Implementation of the OHS Act in the workplace and safety of government buildings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Train employees on SHE management. Promote Peer education to prevent the spread of HIV/Aids in the workplace. Conduct orientation, induction and in- service training on procedures related to safety. Record, report and sort all IOD cases reported. Monitor payments of IOD cases within the region. Conduct Hazard identification and Risk Assessment (HIRA)

### ADMINISTRATION OFFICER: INNOVATION & EMPOWERMENT

*Salary Package: R257 508 Per Annum (Level 7)*

*(Ref: DPW 45/05/2019) Chris Hani Regional Office (Queenstown)*

**MINIMUM REQUIREMENTS:** A Degree or National Diploma in Public Management with at least two (2) years' relevant experience in a built environment social facilitation administration. A valid code B drivers licence. Experience in social facilitation and training in government construction projects will be an added advantage

**SKILLS AND KNOWLEDGE:** Understanding and application of the: Skills Development Act. EC Public Works Integrated Contractor Development Programme Policy (ICDP). Guidelines for the Implementation of Labour Intensive Infrastructure Projects under EPWP. Accelerated Professional and Trade Competency Development Programme Policy (APTCOD). National Youth Service Programme (NYS). EPWP Recruitment. Recruitment Guidelines. Excellent communication skills. Sound knowledge of government protocol, processes and regulations. Knowledge of EPWP and PFMA. Willingness to work beyond the normal working hours. Computer literacy. interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Problem solving skills, Flexibility and Initiative. Ability to stay focused and work under extreme pressure.

**KPA's:** The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Facilitate EPWP Maintenance Programme, Facilitate APTCOD and NYS Programmes. Monitoring of EPWP trainings, Coordinate ICDP



## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

Programme, Create and manage a database for learners and service providers. Liaise with contractors, consultants and stakeholders on project related issues. Arrange suitable trainings for APTCOD students and contractors. Monitor and report on the project expenditure submissions during weekly and monthly meetings. Attend to general correspondence and liaise with stakeholders from time to time. Supervision of Subordinates

### **ADMIN OFFICER: HUMAN RESOURCES MANAGEMENT (LABOUR RELATIONS)**

*Salary Package: R257 508 Per Annum (Level 7)*

*(Ref: DPW 46/05/2019) Chris Hani Regional Office (Queenstown)*

**MINIMUM REQUIREMENTS:** A Bachelor's Degree / National Diploma in Labour Law / Labour Relations/ Industrial Relations/ Human Resources Management with a minimum of two (2) years relevant experience in Labour Relations. A Valid driver's licence.

**KNOWLEDGE AND SKILLS:** Knowledge of standards, practices, processes and procedures related to Labour Relations. Collective Bargaining structures and processes. Knowledge of Labour relations Act, Public Service Act, Public Service Regulations Act, Constitution of the RSA, Basic Conditions of Employment, Collective agreements, Codes of remuneration and the Public Finance Management Act. Good communication skills. Innovative. Creative. Resourceful. Ability to work under stressful situations. Ability to communicate at all levels. People Oriented.

**KPA's:** Provide administration assistance on all labour Relations matters. Process labour related matters i.e. Grievance, Disciplinary procedure, Disputes resolutions, etc. Give expert advice on labour related matters. Conduct investigation on grievances, alleged misconduct and disciplinary process. Write reports on findings and prepare responses to aggrieved employees. Facilitate and represent the Department on Disciplinary hearing processes. CCMA and Bargaining council. Maintenance of labour related information management system. Update grievances, disputes and misconduct cases on data base and register them on PERSAL. Conduct awareness campaigns on labour related matters. Handle enquiries from management in areas related to labour Relations or any other related issues. Compile monthly reports related on Labour Relations matters. Arrange all activities concerning workshops, meetings, awareness campaigns, training sessions on Labour Relations issues. Attend and offer customer care to visitors in the Regional Office. Liaise with both internal and external stakeholders, i.e. GPSSCBC/ COUNCIL/ DPSA etc. Assisting with the co-ordination of Labour Related matters. Liaise with Head Office on Labour Related matters.

### **PERSAL OFFICER: PERSAL MANAGEMENT**

*Salary Package: R257 508 Per Annum (Level 7)*

*(Ref: DPW 47/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** A Three Year Degree or National Diploma in Human Resource Management/ Financial Management/ Public Administration or Management with two (2) years' experience in a Human Resource Management and the Persal system environment. Knowledge of regulations related to Human Resource Management. Proof of training on (Persal Certificates) on Persal Introduction; Personnel Development; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge and experience in advanced Excel applications are essential as the candidates will be subjected to a practical test in the said applications.

**SKILLS AND COMPETENCIES:** Thorough knowledge and understanding of the PERSAL system. An innovative and creative person with sound organising and planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing experience.

**KPA's:** Provide administrative support in the PERSAL Management Unit. Manage the opening and closing of PERSAL User files. File all PERSAL related User documents. Request necessary reports from PERSAL and downloading said reports and importing to Excel. Optimal and effective use of PERSAL system and act as PERSAL adviser to all departmental users. Coordinate PERSAL trainings for departmental clients.

### **ARTISAN FOREMAN - GRADE A (2 POSTS)**

*Salary Package: R304 263 Per Annum (OSD)*

*(Ref: DPW 48/05/2019) (Electrical), Alfred Nzo Regional Office- Maluti Depot*

*(Ref: DPW 49/05/2019) Chris Hani Regional Office (QUEENSTOWN DEPOT) - PLUMBING - BUILDINGS -CONSTRUCTION AND MAINTANANCE*

**MINIMUM REQUIREMENTS:** Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. A Valid driver's license

**KNOWLEDGE AND SKILLS:** Hardworking. Ability to communicate both (verbal and written).

**DUTIES:** Workshop administration. Supervise Artisans at mechanical workshop. Able to identify defects on plant. **Design:** Supervise and produce designs according to client specification and within limits of production capacity. **Production:** Produce objections with material and equipment according to the job specification and recognized standard. Quality assurance of produced objects.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

**Maintenance:** Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities against specifications. Service equipment and / or facilities according to schedule. Quality assure serviced and maintained equipment and / or facilities. **Perform administrative and related functions:** Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. **Human and Capital Resource Management:** Supervise and mentor staff. Planning of resources. Scheduling of works. **Maintain and advance expertise:** Continuous individual development to keep up with new technologies and procedures. Research / literature studies on technical / engineering technology to improve expertise

### ARTISAN PRODUCTION - GRADE A: BUILDINGS (5 POSTS)

*Salary Package: R190 653 Per Annum (OSD)*

*(Ref: DPW 50/05/2019) (Electrical) Alfred Nzo Regional Office – Mount Frere x1 post*

*(Ref: DPW 51/05/2019) (Plumbing)-Mount Frere x1 post*

*(Ref: DPW 52/05/2019) (Carpentry)- Maluti x1 post*

*(Ref: 53/05/2019) (Bricklayer) Amathole Regional Office X1 post*

*(Ref: 54/05/2019) (CARPERTY) - CONSTRUCTION AND MAINTANANCE Chris Hani Regional Office (QUEENSTOWN DEPOT) x1 post*

**MINIMUM REQUIREMENTS:** An appropriate Trade Test Certificate. A valid Driver's License.

**KNOWLEDGE AND SKILLS:** Technical Skills. Technical report writing. Production, process knowledge and skills, Problem solving and analysis, Communication, Decision making, Team work.

**DUTIES - Design:** Produce designs according to client specification and within limits of production capability. **Production:** Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. **Maintenance:** Inspect equipment and /or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and /or facilities against specifications. Quality assure serviced and maintained equipment and/or facilities. **Perform administrative and related functions:** Compile and submit reports and provide inputs to the operational plan. Keep and maintain job record / register and supervise and mentor staff. **Maintain expertise:** - Continuous individual development to keep up with new technologies and procedures.

### WORKS INSPECTOR: BUILDINGS

*Salary Package: R 208 584.00 Per Annum (Level 06)*

*(Ref: DPW 55/05/2019) Sarah Baartman Region (Port Elizabeth)*

**MINIMUM REQUIRMENTS:** Bachelor's Degree or National Diploma in Buildings OR N 3 and a passed trade test in the buildings environment OR Registered as an Engineering Technician. A valid driver's license.

**KPA's:** Render a basic inspection service of work done on minor new and existing structures on a project basis this includes: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. **Analyze and compile relevant documentation for work to be done on minor new existing structures, through inter alia the following:** Develop and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. **Oversee the work of contractors through inter alia the following:** Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).

### PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT

*Salary Package: R173 703.00 Per Annum (level 5)*

*(Ref: DPW 56/05/2019) Alfred Nzo Regional Offices- Mount Ayliff*

**MINIMUM REQUIREMENTS:** Grade 12 (Senior Certificate). A Bachelor's Degree or National Diploma in Human Resource Management/ Public Management/ Public Administration/Social Sciences with relevant experience in Human Resources would serve as an added advantage.

**KNOWLEDGE AND SKILLS:** Computer literacy. Good communication skills. Problem solving. Good interpersonal relations. Attention to detail. Knowledge of Records Management and understanding of Conditions of Service and staff provisioning. A fair understanding of Public Service Regulations and HR policies. Knowledge and ability to use PERSAL functions.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019

**DUTIES:** Responsible for a variety of administrative duties related to staff provisioning and conditions of service. • Ensure correct remuneration of staff in the Department. Maintenance of establishment on PERSAL system. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level. Perform any other duties that may be assigned. Administer leaves and PILIR cases in the region

### **ADMIN CLERK- SCM: LOGISTICS**

*Salary Package: R173 703.00 Per Annum (level 5)*

*(Ref: DPW 57/05/2019) Alfred Nzo Regional Office (Mount Ayliff)*

**MINIMUM REQUIREMENTS:** Grade 12 (Senior Certificate). A National Diploma in Logistics with relevant experience would serve as an added advantage.

**KNOWLEDGE AND SKILLS:** Basic knowledge and understanding of the legislative framework governing the Public Services. Basic knowledge and understanding of work procedures in terms of the working environment. Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

**DUTIES:** Render asset management clerical support: Compile and maintain records (e.g. asset records/ databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non – serviceable and absolute equipment for disposal. Verify asset register. **Render demand and acquisition clerical support:** Update and maintain a supplier (including contractors) database register. Register suppliers on LOGIS or similar system. **Request and receive quotations.** Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required, Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

### **ACCOUNTING CLERK: FINANCIAL ACCOUNTING**

*Sub component: Expenditure*

*Salary Package: R173 703.00 Per Annum (level 5)*

*(Ref: DPW 58/05/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** Grade 12 (Senior Certificate) with accounting. Relevant experience in Financial. Processes and Expenditure Management. An appropriate Bachelor's degree / National Diploma would serve as an added advantage. Knowledge and experience of BAS & Logis. Computer skills (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies

**DUTIES:** Compile creditor's payments. Processing of payments on BAS and LOGIS. Ensuring timeous payment of Suppliers. Deal effectively with internal payment queries. Follow up on all invoice discrepancies with the relevant section. Scanning and safekeeping of all payment records.

### **PROVISIONING ADMIN CLERK: LOGISTICS**

*Component: Supply Chain Management*

*Salary Package: R173 703.00 (Level 5)*

*(Ref: DPW 59/05/2019) Amathole Regional Office*

**MINIMUM REQUIREMENT:** Grade 12 (Senior Certificate). Experience in Supply Chain Management. Knowledge and skills of Supply Chain Management processes and other relevant prescripts and a valid driver's License will be an added advantage

**KPA's:** Implementation of logistical procedures/policies in procurement. Processing, capturing and authorization of internal requisitions on, the Logis System. Ensure these are processed according to the prescribed procedures and policies. Issuing and receipts of goods and services. Capturing of quotations on the LOGIS system. Ensure that correct ICN numbers are used before capturing and authorisation of requests.

### **ARTISAN ASSISTANT (2 POSTS)**

*Component: Building Maintenance*

*Salary Package: R102 534.00 Per Annum (Level 2)*

*(Ref: DPW 60/05/2019) Amathole Regional Office (East London)*

**MINIMUM REQUIREMENTS:** Basic literate or ABET NQF Level 2. Ability to read and write. Committed and hardworking. Experience will be added advantage. Ability to perform routine tasks.

**KPA's:** Assist in maintenance of buildings. Execute manual labour as required for maintenance tasks allocated to the unit. Must be prepared to render assistance after hours in the event of emergency. Assist at any other duties that may be tasked from time to time.



## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 3 of 2019/20

CLOSING DATE: 07 JUNE 2019



### **Applications can be forwarded through one of the following options:**

Applications for posts in **Head Office (Bhisho)**: Hand Delivery – Department of Public Works, 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 N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140,

Applications for posts in **Alfred Nzo Region (Mount Ayliff)**: Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- enquiries can be directed to Ms N Gcabi or Ms L Mncwabe Tel 039 254 6942/ 6764 or Post to Private Bag X3556, Kokstad, 4700,

Applications for posts in **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

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

Applications for posts in **Joe Gqabi Region (Sterkspruit)**: Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works, Private Bag X5002, Sterkspruit, 9762. Enquiries: Ms. H. Galeni or Mr. S. Dimalisile Tel: 051 611 9800

Applications for posts in **Chris Hani Region (Queenstown)**: Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. Enquiries: Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndawo 045 807 6676

**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.**