

Circular 22 of 2018  
Posted: 2018/11/12 & 15  
Closing Date: 30/11/2018

## DEPARTMENT OF PUBLIC WORKS

### ARCHITECT: GRADE A - EDUCATION PORTFOLIO COMPONENT: BUILDINGS

Ref No: DPW 01/11/2018 Head Office (Education) (Bhisho)  
Salary Notch: R 585 366. 00 per annum

**REQUIREMENTS:** - B degree in Architecture or relevant qualification. Three years post qualification architectural experience required. A Valid driver's license. Compulsory registration with SACAP as a Professional Architect

**KPA's: - Perform architectural activities on state-owned or leased buildings, structures or facilities:-**(i) Co-ordinate professional teams on all aspects regarding architecture; (ii) Ensure adherence and compliance to legal, safety and health requirements; (iii) provide architectural advice and technical support in the evaluation of solutions; (iv) ensure the adoption of technical and quality strategies; (v) Develop architectural related policies, methods and practices; (vi) Provide solution on non-compliance and failure of designs; (vii) Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and (viii) Ensure adherence to the requirements of professional registration. **Human capital development:-**(i) Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; (ii) Supervise architectural work and processes; (iii) Administer Performance management and development. **Office administration and budget planning:** - (i) Manage resources, prepare and consolidate inputs for the facilitation of resource utilization; (ii) Ensure adherence to regulations and procedures for procurement SCM and human resource administration; (iii) Monitor and control expenditure; (iv) Report on expenditure and service delivery. **Research and development:** - (i) Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on architecture to improve expertise; (iii) Liaise with relevant bodies/councils on architectural-related matters.

### ASSISTANT DIRECTOR

#### COMPONENT: HEAD OF DEPARTMENT'S OFFICE

Ref No: DPW 02/11/ 2018, Centre: Head Office (Bhisho)  
Salary Notch: R 356 289 .00 Per Annum (Level 09)

**REQUIREMENT:** • An appropriate Bachelor's Degree / National Diploma in Public Administration/ Management/ Business Studies • A minimum of four (4) years Office Management experience of which two (3) years must be at supervisory level.

**KNOWLEDGE AND SKILLS:** • Knowledge of Public Service legislation/policies/prescripts and procedures • Good coordination Skills. • Basic knowledge of Financial Administration • Good telephone etiquette • Computer literacy • Advanced PowerPoint Presentation Skills • Effective record-keeping skills • Sound organizational skills • Good people skills • High level of reliability • High level of written communication skills • Ability to act with discretion • Ability to do research and analyze documents and situations and also provide reports • Ability to work under pressure and independently. A working knowledge of EXCEL, PowerPoint, LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage

**KPA'S:** • Manage physical and financial resources of the office • Compile financial reports for Management meetings • Prepare submissions, reports and memorandums • Plan and coordinate the logistics for the HOD's Office • Liaise with clients and stakeholders • Planning and organizing in the office of the Head of Department • Provide administrative executive support to the Director: Executive Support. Prepare PowerPoint presentations. Maintain information management system in the Office of the Head of Department. Review submissions to the OHOD and manage general administrative queries.

# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 22 of 2018  
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## **ASSISTANT DIRECTOR: GENDER EQUALITY**

*Ref No: DPW 03/11/ 2018, Centre: Head Office (Bhisho)*

*Salary Notch: R 356 289 .00 Per Annum (Level 09)*

**REQUIREMENTS:** An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Administration/ Public Administration/Business Administration/Development Studies/ Social Sciences with a minimum of four (4) years in Private Sector or Government Service of which three (3) years must be at a supervisory level · A working experience in the field of community services, promoting and protecting human rights of vulnerable groups. A valid driver's licence.

**KNOWLEDGE:** Understanding of Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Commission on Gender Equality Act, Employment Equity Act with its applicable Codes of Good Practice. Broad knowledge of PFMA, Treasury Regulations and the Strategic Framework on Women Empowerment and Gender Equality in the Public Service and other relevant prescripts and application of human resources as well as the legislative framework governing the Public Service

**DUTIES:** Establish and support departmental Women's fora. Conduct gender audits. Develop gender specific databases which may be used for gender training and programs. Create enabling environment for gender mainstreaming. Monitor and report on intervention programs. Facilitate full participation of women in decision making processes. Arrange, coordinate and monitor gender capacity programs. Workshop employees on gender analysis and sensitization. Initiate and promote cross cutting gender issues i.e youth and disability within the department. Ensure implementation of national gender policy and alignment with international instruments for gender equality. Develop and implement policies, strategies and guidelines to promote women empowerment, gender equality and equality in line with HODs 8-Principle Plan of Action. Liaise with the Office of the Premier and other relevant bodies on issues of strategies affecting and impacting women empowerment. Establish and maintain good relations with internal and external stakeholders. Liaise and network with gender structures. Develop and implement awareness programmes on the legal framework and mandates pertaining to women's empowerment in line with the Gender Strategic Framework for Public Service

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### **CLOSING DATE: 30 NOVEMBER 2018**

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

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdpw.gov.za](http://www.ecdpw.gov.za)

**Applications can be forwarded through one of the following Address:**

### **DEPARTMENT OF PUBLIC WORKS**

**Hand Delivery:** Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.

**Post to:** The Director: HR Practices and Administration, Department of Roads and Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140.

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**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

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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.**

