

Posted Date  
2017/10/29

## **OFFICE OF THE PREMIER**

### **DIRECTOR: OFFICE OF THE DIRECTOR GENERAL**

**Salary Range: R948 174.00 – R1 116 918.00 per Annum (Level 13)**

**OTP 01/10/2017 Bhisho**

**Minimum Requirements:** NQF Level 7. 3-4 year degree preferable in Social Science or any relevant field, e.g. Business, Communication, Finance with 5 years' experience in Middle Management Services. **Key Competencies:** Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management; Change Management; Knowledge Management; Project Management; Communication and Information Management and Problem Solving. **Skills:** Reading comprehension, Writing, Analytical/Critical thinking, Organising. **Personal Attributes:** Excellence, Integrity, Responsiveness.

**KPA'S: Provide executive management support services:** Provide support to the Director General regarding communication with various stakeholders including responding to reports and various correspondence in the Office. Co-ordinate and provide support in respect of Departmental meetings chaired by the Director General. Provide strategic advice and support to Director General on both Departmental and Provincial Administrative matters. Coordinate the submission of reports to the Office of the DG, proof read these and respond on behalf of the DG. **Co-ordinate management and monitoring structures both at Departmental and Provincial levels:** Co-ordinate management reports on the implementation of the Provincial Administration programmes. Co-ordinate management reports on the implementation of the OTP Programmes including progress reports on the implementation of the OTP's Departmental annual targets. Monitor and facilitate timely submission of statutory planning and reporting documents. Facilitate effective operation of the Departmental and Provincial Management structures co-ordinated by the Director – General. **Facilitate the implementation of systems for the efficient and effective management:** Facilitate implementation of effective monitoring systems for the implementation of resolutions and decisions taken in all the Director General's meetings at all levels in pursuit of the achievement of government's strategic priorities. Co-ordinate and provide support to the Director-General and Programme/ Sub-Programme Managers on the rendering of governance functions within the Office of the Premier. **Facilitate quality responses to requests for information from oversight bodies and relevant stakeholders including management of reporting to the same:** Co-ordinate responses to requests for information from the Portfolio Committee including Parliamentary Questions from both the Provincial Legislature and National Parliament. Co-ordinate responses to requests for information the Presidency and other National Departments. Facilitate responses to clients /stakeholders corresponding with both the Director General and the Premier on administrative matters. Oversee the management of the Department's Audit Committee related operations. **Oversee the management of the Office of the Director General:** Ensure development and implementation of effective and efficient administrative systems. Ensure development and implementation of generic and customised management systems for the management of all resources in the Component. Manage and support the Secretariat in all Management and monitoring structures of the Department.

LEADING DEVELOPMENT WITH EXCELLENCE AND INTEGRITY

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## **TECHNOLOGY MANAGER - EC-BBUC (X4) (One year Contract)**

**Salary Range: 657 558.00 – R774576.00 per Annum (Level 11)**

**OTP 02/10/2017 Bhisho**

**Minimum Requirements:** **Formal Qualifications:** IT-related NQF level 6-7, plus 6 years of Network Administration Working experience, or Matric with more than 10 years' professional experience, of which a minimum of 3 years should be in managing/supervising IT technical staff. **Professional Qualifications** CCNA/CCNP Routing and Switching or equivalent (International certificate only), Wireless Broadband Certification (International certificate only), ITIL Foundation (ITIL-accredited International certificate only). CCIE or equivalent International Certification would be an added advantage. **Key Competencies:** Communication and Information Management; Developing Others; Problem Solving. **Skills:** Reading comprehension, Writing, Analytical/Critical thinking and Organizing. **Personal Attributes:** Excellence, Integrity, Responsiveness.

**KPA'S: Network Planning and Design:** Planning, design, development, sourcing and implementation of Wide Area Network (WAN) infrastructure within the core of the VPN. Unified Communication-Collaboration. Maintains technical architectures that are guided by provincial strategies and architectures. Manage the implementation and maintenance of advanced Networks Technologies. Provide inputs on to the development and planning policy and strategy relating infrastructure and ICT security . Provide inputs into the budget and fiscal process. Technical advice, applied research and technology testing as well as involvement in projects for consolidating and standardization of network entities.

**Network Security and Systems Management:** Planning, design, development, sourcing, implementation and maintenance of systems required to manage the network environment and to ensure a secure network environment. Develop, co-ordinate and manage ICT infrastructure and security policy, strategy, architectures, standards and processes. Implement and maintain ICT infrastructure and security plans and strategies.

**Manage Network Availability and Capacity:** The management of the network infrastructure, establishment and maintaining of net-work related policies, procedures and standards and maintaining backups of the software configuration of network entities and a disaster recovery procedure. Assess availability, performance and capacity of services and resources to ensure that cost-justifiable capacity and performance are available to support business needs and deliver against SLAs. Create availability, performance and capacity baselines for future comparison. Identify important services to the enterprise, map services and resources to business processes, and identify business dependencies.

**Manage Network Support and Maintenance:** Maintenance of management information regarding network performance and problem escalation and resolution, configuration management, quality assurance on all network entities, software licensing and network related contract negotiations and administration. Network support and maintenance including hardware, storage, software and other facilities related to the network infrastructure. Manage the administration of Network Operating system and directory services. Ensuring availability and performance of the network service through problem management and disaster management.

**Manage Network Configuration Changes:** Evaluate all requests for change to determine the impact on business processes and IT services, and to assess whether change will adversely affect the operational environment and introduce unacceptable risk. Ensure that changes are logged, prioritized, categorized, assessed, authorized, planned and scheduled. Carefully manage emergency changes to minimize further incidents and make sure the change is controlled and takes place securely. Verify that emergency changes are appropriately assessed and authorized after the change.



## **SERVICES MANAGER - EC-BBUC (X2) (One year Contract)**

**Salary Range: R 657 558.00 – R 774576.00 per Annum (Level 11)**

**OTP 03/10/2017 Bhisho**

**Minimum Requirements: Formal Qualifications:** IT-related NQF level 6-7, or Matric. More than 10 years' professional experience, of which a minimum of 3 years should be in managing/supervising IT technical staff. **Professional qualifications:** ITIL Foundation (ITIL-accredited International certificate only); IT Project-Management (Prince2, or PMP). **Key Competencies:** Communication and Information Management; Developing Others; Problem Solving. **Skills:** Reading comprehension, Writing, Analytical/Critical thinking and Organizing. **Personal Attributes:** Excellence, Integrity, Responsiveness.

**KPA'S: Manage Supplier Relationship:** Build strategic relationships with suppliers, ensuring structured management is in place and the suppliers are appropriately engaged to ensure service levels are met. Identify and manage risk relating to suppliers' ability to continually provide secure, efficient and effective service delivery. Engage with client Departments to obtain regular feedback of the services, and work with suppliers on continual service improvement plans based on this feedback.

**Implement and Maintain Service Level Agreements:** Understand business service requirements and the way in which Broadband-enabled services and service levels support business. Identify potential services and service levels with the Departments, and compare them with the current service portfolio to identify new or changed services or service level options. Monitor service levels, report on achievements and identify trends. Provide the appropriate management information to aid performance management.

**Manage Service Level Agreements and Contracts:** Assist in developing, managing, maintaining and monitoring of all Broadband-based contracts to meet financial and performance targets. Ensure that new or changed contracts conform to enterprise standards and legal and regulatory requirements. Deal with contractual disputes. Review the overall performance of suppliers, compliance to contract requirements, and value for money, and address identified issues.

**Manage Operational Risks:** Identify and manage risks in area of operational responsibility; Ensure timely budgeting, monitoring, variance analysis and reporting; Ensure that Procurement Planning takes place, and that there is timely compliance with supply chain prescripts; Ensure the Unit's assets are managed, maintained and kept safely; Weigh up financial implications of propositions and align expenditure to cash flow projections. Work closely with the procurement office to manage plans of contract procurement and renewal.

**Financial Management:** Active participation in the budgeting process of the Directorate. Prepare the Annual and Adjustment Budgets for the component. Direct responsibility for the efficient, economic and effective control and management of the component's budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the component. Report to the Sub Programme Manager on all aspects of the component's finances. Oversee overall responsibility for the management, maintenance and safekeeping of the component's assets. Ensure that full and proper records of the financial affairs of the component are kept in accordance with any prescribed norms and standards.



## **FINANCIAL ADMINISTRATOR - EC-BBUC (X2) (One year Contract)**

**Salary Range: R 226 611.00 – R 266 943.00 per Annum (Level 7)**

**OTP 04/07/2017 Bhisho**

**Minimum Requirements: Formal Qualifications:** Level 5 - Certificate in accounting / A 3year degree/diploma in Accounting with Accounting as a Major, and Accounting II already completed. Completion of Commercial law II (Advantageous). Degree/Diploma in Finance with Accounting as a major (Advantageous). **Required Experience:** A minimum of 2 year's relevant experience in a finance environment. Accounting background required. Experience working in the public sector (advantageous). **Knowledge / Skills:** Experienced and comfortable in the use of Excel, Reading comprehension, Writing, Report writing and compilation, Financial reporting and budgeting, Analytical/Critical thinking and Organizing. Understanding of relevant Public Sector legislation, e.g. PFMA, National and Provincial Treasury Regulations, Administrative Law. **Personal Attributes:** Excellence, Integrity, Responsiveness.

**KPA'S: Revenue Management:** Ensure that outstanding fees are cleared timeously and effectively. Accurate and timeous allocation of receipts. Accurately, record transactions in the cashbook and general ledger. Compilation and capturing of sundry payments. Capture banking details on banking system. Compile supplier reconciliations before payment.

**Reconciliation:** Accurate and timeous reconciliation of revenue and suspense bank accounts. Follow-up on deposits to ensure monies are received. Allocate cash received. Prepare all deposits for banking. Generate remittance advice.

**Financial Administration:** Handle general enquiries. Record daily transactions. Assist in filing and general clerical duties. Compile and capture journals. Assist in internal and external audits.

## **NETWORK CONTROLLER - EC-BBUC (X4) (One year Contract)**

**Salary Range: R 183 558.00 – R 216 216.00 per Annum (Level 6)**

**Ref. OTP 05/07/2017 Bhisho**

**Minimum Requirements: Formal Qualifications:** IT-related NQF level 6-7, plus 2 years of Network Administration Working experience; or 7 Years of working experience in Network Administration. **Professional qualifications:** CCNA or equivalent qualification (International Certifications ONLY). **Key Competencies:** Extensive and Expert knowledge in Layer 2 & Layer 3 technologies; Experience in LAN, WAN, WLAN implementations; Ability to deploy wireless networks; Experience with encryption devices; Basic knowledge of Windows Operating Systems; and Intermediate knowledge of Virtual Private Networking (VPN) and Firewall technologies.

**KPA'S:** Assist in developing, implementing and maintaining IT Networking Policies and procedures; Assist in producing network configuration documentation and designs; Install, maintain and troubleshoot network equipment – routers and switches; Perform Networks and Infrastructure administration on designated Technology Platforms in accordance with defined Policies, Standards and Procedures; Assist in designing network topologies and site configurations; Assist in installations and configurations of Networking devices; Assist with plans, operations, engineering and installation of networks to new locations; Direct and prioritize network troubleshooting and maintenance; Perform Tier-2 support functions for remotes access issues; Monitor networks performance, and provide periodic status reports to unit's management; and work closely with systems personnel to ensure dependencies are maintained.

## **ASSISTANT MANAGER: INTERNAL AUDIT**

**Salary Range: R 334 545.00 – R 404 121.00 per Annum (Level 9)**

**Ref. OTP 06/07/2017 Bhisho**

**Minimum Requirements:** 3 years Degree/National Diploma in Accounting and Auditing with a minimum of 2- 5 years relevant experience as an Internal Auditor. Knowledge of in-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual), Theory and Practice of Internal Audit, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies, Governance & Risk management, Budget, Preparation, Monitoring and Reporting. Skills of Project Management skills, Good Interpersonal Relations skills, Planning and organising skills, Decision Making skills, Analytical Thinking skills.

**KPA'S: Facilitate the compilation / reviewal of reports on Audit Projects;** Assist in planning, execution, communicating the result of planned and ad hoc projects via written reports and oral presentations to management and the audit committee, Assist in implementing, monitoring and reporting on the Quality Assurance Improvement Programme (QAIP), Develop and maintain productive client and staff relationships. **Align internal audit activities with Provincial Guidelines;** Assist in the preparation of the budget for the IAA, Assist in ensuring that financial resources are utilised in line with the approved budget, Ensure that assets are managed, maintained and safeguarded. **Manage area of responsibility;** Report on Internal Audit information as required by internal and external stakeholders, Render support to ensure the effective and efficient running and management of the Internal Audit, Ensure that performance

agreements and development plans are developed and implemented for subordinate(s) within set timeframes , Ensure that subordinate(s) performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes, Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. **Assist with the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility;** Assist with budgeting, monitoring, variance analysis and reporting, Assist with the Unit's asset management, Assist with the weighing up of financial implications of propositions and align expenditure to cash flow projections.

### **INTERNAL AUDITORS (X2)**

**Salary Range: R 226 611.00 – R 266 943.00 per Annum (Level 7)**

**Ref. OTP 07/10/2017 Bhishe**

**Minimum Requirements:** Appropriate B Com Degree with Audit and Accounting as major subjects / ND in Internal Auditing or a related field with a minimum of 2-3 years experience in Auditing or related field. Knowledge of Advanced knowledge of Teammate system, Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for professional Practice of Internal Auditors, Internal Audit regulatory framework and policies, Governance & Risk Management. Skills of Advanced Excel skills, Problem solving skills, Relationship Management, Planning and Organising, Decision Making and Analytical Thinker.

**KPA'S:** Conduct audit planning in the selected review as per the Audit Plan; Issue out a notification letter to the client to request a meeting in order to notify and explain the audit process to clients, Set up an entry meeting to discuss the scope of the audit, Submit the engagement letter after the scope meeting, Set up a meeting for the system description and document the process overview accurately. Conduct the interviews with clients and identify risks, Put internal control measures in place to mitigate the identified risks, Develop audit programmes based on interview findings on the internal controls, Develop a working paper in order to list all of your procedures and note control deficiencies. **Perform the audit fieldwork for testing of controls and documenting it on the working paper;** Develop the working paper and record information accurately, Raise exceptions as per audit procedures. **Report on audit findings;** Discuss audit exceptions list with the client and provide evidence where necessary, Request additional information from clients to discuss findings, Revise working paper accurately, Develop internal report and submit to client, HOD, Risk Management, Audit community, AG and internal control unit, Arrange and conduct an exit meeting with client.

### **CHIEF REGISTRY CLERK**

**Salary Range: R 226 611.00 – R 266 943.00 per Annum (Level 7)**

**Ref. OTP 08/10/2017 Bhishe**

**Minimum Requirements:** A grade 12 certificate or NQF Level 5 equivalent with 3 - 10 years' experience in records management/registry environment. Supervise and provide registry counter services, render an effective filing and records management service. Handle incoming and outgoing correspondence. Supervise the operation and operate office machines in relation to the registry function. Administer the processing of documents for archiving and/disposal. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer, Knowledge of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment. Skills of Communication, Planning and organising of information & People management.

**KPA'S:** Manage all registry activities, Ensure adherence to Records Management policies and procedures, Handle incoming and outgoing correspondence, Provide in-service training to personnel, Maintain all staff registers, Identify shortcomings with regard to records management, Supervision of staff

### **MESSENGER/ DRIVER**

**Salary Range: R 127 851 – R 150 606.00 per Annum (Level4)**

**Ref. OTP 09/10/2017 Bhishe**

**Minimum Requirements:** Grade 10 or 12 qualification, Code 8/10 valid Driver's License with PDP is compulsory, 2-3 years driving experience, Good communication and planning skills.

**KPA'S:** Deliver and fetch correspondence, Transporting of personnel and guests, Fueling the vehicles, Driving for officials to other departments, Airport, workshops, meetings etc., Collecting mail from the Post Office, Management of the log book, Preparing accident and incident reports as necessary, Assisting passengers and handicap guest in and



out of the vehicle, Keep the assigned vehicle (s) clean inside and outside, Assist with any other tasks that may be assigned to you from time to time.

**GENERAL ASSISTANTS/CLEANERS (X4)**

**Salary Range: R 90 234.00 – R 106 290.00 per Annum (Level 2)**

**Ref. OTP 10/10/2017 Bhishe**

**Minimum Requirements:** Abet or grade 8 or 9 (STD 6 or 7), Good communication skills, Ability to read and Write, Understand Occupational Health and Safety Act, Experience in cleaning offices and office arrangement will be an additional advantage, Ability to perform routine work tasks and operate cleaning machines. Relevant experience would be an advantage, Take proper care of the cleaning equipment and machinery used in the work areas such as offices, floors, walls, windows, furniture and equipment according to cleaning schedule/ work plan.

**KPA'S:** Clean floors and offices using vacuum cleaner and other necessary available equipment, Clean and dust furniture using necessary and available detergents, Able to operate cleaning machines and equipment, Empty office dust bins, Provide fresh water to the offices every morning, Assist in arranging tea when requested to do so, To keep the yard clean at all times, Report the defects to the Supervisor.

**INTERNSHIP PROGRAMME - EC-BBUC (X131)**

**Salary Package: 60 000.00 per Annum**

**6 X Interns at Broadband OTP**

**Ref. OTP 11/10/2017)**

**125 X Interns at District Sites**

**Ref. OTP 12/10/2017)**

**Minimum Requirements:** The ideal candidate must have a Matric Certificate coupled with Certificates in A+, N+, or a Degree or diploma in information Technology. Must have Technical Knowledge in Microsoft Office, Windows 7, Windows 8 AND 10, email clients, web browsers, and other desktop peripherals. Good telephone etiquette practices, Good communication skills, Interpersonal skills and ICT Technical skills.

**KPA'S: First Line Support:** The successful candidate will be responsible for the following ICT Service related functions: logging and updating of user calls on the Helpdesk System; assign and distribute logged calls to support technicians; Assist users remotely; follow-up on calls with IT Supports Staff and Users; provide telephonic user support; track logged calls and escalate jobs as required to ensure customer satisfaction. Monitor call resolution and track incident, problems, and changes to call logging. Provide first level help desk support for end users; solve problems wherever possible and liaising with 2nd & 3rd level support when needed. **Second Line Support:** Provide Desktop Support and Network related functions at the client Departments' sites; Install, upgrade, support and troubleshoot Windows Operating Systems, Microsoft Office packages and any other authorized desktop applications; Install, upgrade, support and troubleshoot network printers, computer hardware and any other authorized peripheral equipment; perform general preventative maintenance tasks within the client Department's LAN environment; diagnosis of desktop, application, networking and infrastructure issues. Install Anti-Virus and remote support software; provide user support on DNS/DHCP, TCP/IP, Ethernet, wireless router and Firewall Configurations.



## **DEPARTMENT OF ROADS AND PUBLIC WORKS**

### **CHIEF CONSTRUCTION PROJECT MANAGER – GRADE A COMPONENT: BUILDINGS**

*Ref No: DRPW 01/10/2017 OR Tambo Regional Office (Mthatha)  
An all-inclusive remuneration package of R935 172 per annum (OSD)*

**Requirements:** - National Higher Diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP / BTech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP / Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP • A Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

**KPA's:** - **Project design and analysis effectiveness:** - Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology **Maintain project operational effectiveness:** Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. •Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability•Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives **Financial Management:** Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services;  
(ii) Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; (iv) Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; (v) Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. **Governance:** - Allocate, monitor and control resources • Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements •Provide technical consulting services for the operation of project related matters to minimize possible project risks •Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. **People management:** - Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

### **DIRECTOR: ORGANISATIONAL DEVELOPMENT**

*Ref No: DRPW 02/10/2017  
Centre: Head Office (Bhisho)  
An all-inclusive remuneration package of R948 174.00 per annum (Salary Level 13)*

**REQUIREMENTS:** • A Bachelor's Degree in Human Resource Management or Public Administration/Management (NQF level 7) with five (5) years' experience at Middle Managerial Level • A Valid driver's license.

**KNOWLEDGE AND SKILLS:** • Proven Knowledge of HR Information Management System. Organizational Design • Job Evaluation • Development of Job Descriptions • Change management • Project Management and Programme • Applied Strategic Thinking • Applied Technology Budgeting and Financial Management • Communication and Information Management • Citizen Focus and Responsiveness Strategic Management • Develop Others • Financial Management • Diversity Management • Impact and Influence• Networking and Building Bonds • Managing Interpersonal Conflicts & Resolving problems • Planning and Organizing • Team Leadership • Communications • Problem Solving and Decision Making • Negotiations • Continuous Improvement • Good communication skills (written and verbal skills) and a good command of the English language • Knowledge of the Constitution of South Africa, Public Finance Management Act (PFMA), Public Service Act, Public Service Regulation; and other relevant acts, policies and regulations.

**VALUES:** • Ability to work under pressure • Ability to communicate at all levels • People orientated • Analytical thinking • Hard-working • Self Driven • Self-motivated • Honesty and Integrity • Professionalism • Commitment • Assertiveness

**KPA's:** • **To ensure the Implementation of Transformation and Change Management Programmes:** - • Develop and facilitate the implementation of Change management policies and strategies. • Coordinate the design of programmes to influence change in organizational behavior. • Coordinate and monitor the implementation of transformation programmes. **To ensure the Implementation of Organisational Design:** - • **Develop**, monitor and maintain the Departmental organisational design policy framework and instruments • Provide support in the development of service delivery model • Develop and maintain organisational and post establishment structure Provide technical advisory service to line management • Facilitate the development of job description for the department • Conduct job analysis and evaluation process **Provide business efficiency enhancement service:** • Develop, monitor and maintain the departmental business process management policy, framework and quality assurance instruments. • Develop business process architecture. • Document and facilitate the alignment of business processes to support improvement in organisational efficiency and effectiveness. • Facilitate the development of standard operational procedure. • Provide technical support business units on the development, improvement and maintenance of quality service standards. **Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives:** - • Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness • Resolve problems of motivation and control with minimum guidance from manager • Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities • Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates • Manage daily employee performance and ensure timely Performance Assessments of all subordinates • Ensure management, maintenance and safekeeping of assets

## **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**

*Ref No: DRPW 03/10/2017*

*Centre: Sarah Baartman (Port Elizabeth)*

*An all-inclusive remuneration package of R657 558.00 per annum (Salary Level 11)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree/National Diploma in Finance/Accounting/Public Management or Administration/Purchasing Management or equivalent qualification at NQF Level 6 OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits) at NQF Level 6. Five (5) years relevant experience in Supply Chain Management of which 3 years should preferably be in Supply Chain Management and at Assistant Director Level. • Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. • Problem solving, analytical skills and computer literacy. • Knowledge of Logis and BAS. • Strong planning and coordination abilities. • Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. • A valid driver's license.

**KPA's:** • Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. • Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. • Prepare monthly management reports on SCM Performance and provide early warning signs to management. • Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. • Monitor compliance with contractual terms and conditions as well as service level standards. • Ensure compliance with SCM Policy and analyze on policy changes. • Monitor SCM supplier performance and complaints register. • Manage the review of payment vouchers and report findings with recommendations to Director.





**DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME**

*Ref No: DRPW 04/10/2017*

*Centre: Sarah Baartman (Port Elizabeth)*

*An all-inclusive remuneration package of R657 558.00 per annum (Salary Level 11)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree/National Diploma preferable in Social Science/Public Management or Administration/Political Studies/Humanities/Development Studies at NQF Level 6. Five (5) years relevant experience in Expanded Public Works Programme of which 3 years should be at an Assistant Director level. • A strategic thinker 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 strategic and leadership skills. • Financial administration and programme management skills. • Exposure in preparing reports and presentations. • Computer skills. • Analytical and excellent communications skills. • Planning and organizational skills. • Willingness to adapt work schedule in accordance with professional requirements. • Willingness to travel. A valid driver's license.

**KPA's:** • Ensure that the departmental projects are EPWP and Labour intensive compliant. • Ensure that inequality such as gender, youth and people with disability are addressed through targeted employment on infrastructure projects. • Liaise within public bodies and estate owned enterprises to ensure their involvement in EPWP through the structuring of projects. • Initiate, manage and operate monitoring of construction related community based construction and secure road network. • Compile and submit reports on progress and management of projects. • Monitoring and reporting on the implementation of the EPWP regional projects including compilation of budgetary reports. • Plan, co-ordinate and control all the activities concerning EPWP Management of subordinates and ensure their development thereof.

**DEPUTY DIRECTOR: INTERNAL CONTROL**

**Sub-Component: Compliance Management**

*Ref No: DRPW 05/10/2017*

*Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package of R657 558 per annum (Salary Level 11)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree or National Diploma in Commerce/Accountancy/Auditing combined with at least five (5) years relevant working experience in SCM Compliance/ Audit Environment in Supply Chain Management of which three (3) years must be at an Assistant Director level • Computer skills in Microsoft Office Applications • Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts • Knowledge of the Departments mandate and its relationship with stakeholders in the sector and client departments. • The applicants must be prepared to work away from his/her permanent station (Head Office). A valid driver's license.

**KNOWLEDGE AND SKILLS:** • Financial Management • Excellent analytical, numeric, communication and report - writing skills • Ability to handle multiple and complex tasks and projects • Good computer skills in MS Word, MS Excel, MS Project and PowerPoint • People Management skills with the ability to deal with stakeholders at all levels • Ability to work in a team • Ability to develop and analyze policies • Ability to work under pressure and meet tight deadlines

**KPA's:** • Conduct overall compliance procedures performance or assessments in Supply Chain Management at Head Office and Regional offices. • Implement procedures and policies to mitigate risks in SCM. • Implement fraud prevention measures at SCM. • Implement the SCM oversight bodies' recommendations for SCM processes. • Collate and consolidate compliance information for reporting to the relevant authorities. • Investigate cases of non-compliance, misappropriation, losses and damages and report to relevant authorities. • Attend to stakeholder's complaints on SCM non-compliances and other related queries. • Controlling audit process in respect of Supply Chain Management.



**DEPUTY DIRECTOR: TRAINING AND DEVELOPMENT**  
**COMPONENT: UTILISATION AND CAPACITY DEVELOPMENT**

*Ref No: DRPW 06/10/2017*

*Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package of R657 558.00 per annum (Salary Level 11)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree or National Diploma in Human Resource Development/ Management or Public Administration/Management or Postgraduate qualification will be added advantage. • Five (5) years' experience in HR Utilization and Development of which 3 years should be at an Assistant Director level •A valid driver's licence.

**KNOWLEDGE AND SKILLS:** • Planning and organizing •Computer literacy •Problem solving •Negotiation •Events Management •Presentation •Information analysis •Investigating •People and diversity management. •Problem solving. •Financial Management • Client orientation and customer focus. •Communication and interpersonal skills •Public Service Act •Public Service Regulations•PFMA and Regulations •White Paper on transformation of Public Service •Basic Condition of Employment Act •Employment Equity Act •Skills Development Act. •Knowledge of and experience in HRD Strategy, implementation and monitoring. •Knowledge of: Bursary scheme administration •Skills Development planning and implementation • Workplace Skills Plan development and administration. •Public Service transformation and management •Project Management •Batho Pele Principles • Proven Knowledge of HR Information Management System

**KPA's:** • Manage the implementation of the Departmental HRD strategy • Manage the development of the Departmental Workplace Skills Plan •Manage and effectively& efficiently utilise the Training Budget •Manage the coordination of generic training and management development programmes. •Facilitate the compulsory induction programme and ensure that newly appointed staff are integrated properly within the Department •Manage the coordination of internship and learnership programmes for the Department •Develop, maintain and manage the Department's bursary schemes for its scarce skills and other related fields of study •Develop training and development policies and programmes. •Coordinate the management of leadership and internship programmes. •Facilitate the mentorship programmes •Manage various projects derived from the artisan & professional development programme.

**DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT**  
**SUB COMPONENT: PROPERTY HOLDINGS**

*Ref No: DRPW 07/10/2017*

*Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package of R657 558.00 per annum (Salary Level 11)*

**REQUIREMENTS:** - An appropriate Bachelor's Degree / National Diploma in Public Administration / Management/ Social Sciences/Real Estate • Acquired knowledge and practical experience of at least five (5) years in the acquisition and disposal of State property of which three (3) years must be at an Assistant Director level • Candidates with proven experience in State Land administration will be an added advantage • Computer literate - MS Office • A valid driver's licence.

**KNOWLEDGE AND SKILLS:** • Knowledge and understanding of property and land related legislation and proclamations (especially Act 7 of 2000 and Act 19 of 2007) • Knowledge and understanding of procurement systems of Government •Knowledge and understanding of the PFMA and Treasury Regulations • Knowledge and understanding of the definition of State Land, including the vesting of State Land •Knowledge and understanding of land surveying and property valuations • Ability to read and interpret S.G.-diagrams, Title Deeds, Valuation reports and Town Planning Schemes • Knowledge and understanding of tenure arrangements on government land, including tribal land •Excellent computer literacy – ability to write reports and prepare PowerPoint presentations •Sound analytical skills and problem-solving skills • Research ability • Very good communication skills • People management and problem-solving skills • A sense for accuracy and detail is very important • Innovative thinking and to be creative.

**KPA's:** • Ensure the proper management of the Property Holdings unit • Implement the acquisition of private properties for State use • Implement and manage the disposal (sale, donation, exchange, expropriations, etc.) of superfluous provincial immovable properties and rights therein • Oversee the preparation of applications to the Provincial State Land Disposal Committee (PSLDC) • Represent the Department at the PSLDC and related property meetings •



Administrate the appointment and management of service providers for town planning matters • Administer applications for servitudes and mineral rights • Liaise with the State Attorney on conveyancing matters  
Liaise with other Directorates, Departments, Municipalities, Parastatals and Tribal Authorities on property related matters • Assist with the verification of property data through land use investigations and site inspections • Conduct research into the status of State Land • Provide small town revitalisation services • Assist in the update of relevant property related policies and legislation • Manage the budget and personnel of the section and assist the Senior Manager by providing necessary reports • Willing to travel extensively and work overtime • Coach and develop personnel falling under the Directorate.

**DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT  
SUB COMPONENT: ASSET REGISTERS**

*Ref No: DRPW 08/10/2017*

*Centre: Head Office (Bhisho)*

*An all-inclusive remuneration package of R657 558.00 per annum (Salary Level 11)*

**REQUIREMENTS:** - • A recognized Bachelor's Degree / National Diploma in Accounting with at least five (5) years relevant audit experience in an audit environment in Financial Management or Auditing with a minimum of three (3) years post article experience at Managerial level OR an appropriate tertiary qualification (NQF 7 in Commerce/ Accountancy/ Auditing) • Other additional qualifications will be an added advantage • Registered as a Chartered Accountant • Experience working in the public sector environment (PFMA control and reporting) • Proven relevant experience in the administration and management of immovable properties is necessary • Candidates with relevant experience in the maintenance of an immovable asset register will be given preference • Strong computer skills in MS Word, MS Excel, MS Project, MS Office and PowerPoint abilities • Research skills • A Valid driver's license.

**KNOWLEDGE AND SKILLS:** • Working knowledge of National Treasury prescripts and guidelines related to the recording and accounting for immovable assets • Sound knowledge on Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them. • Knowledge of property prescripts and procedures • Working knowledge on the preparation of Annual Financial Statements (AFS) in terms of GAAP / IFRS / IFRS for SME / GRAP-related to immovable asset management • Computer literacy – data base administration • Ability to compile reports for the Manager • Knowledge and understanding of the definition of State Land • Working knowledge of Act 1 of 1999 (the PFMA) • Very good communication skills – both verbal and writing • People management and strong problem-solving skills • Must be able to work independently as well as in a team • People management and problem-solving skills • Ability to work under pressure • A sense for accuracy and detail is very important.

**KPA's:** - • Manage the enhancement of the financial component of the immovable asset register (*LOGICA*) through the verification of property data and obtaining value added financial information (e.g. municipal valuations, income lease information, work completed on buildings, etc.) • Responsible for the annual financial disclosure of immovable assets in the Annual Financial Statements (AFS) • Liaise with various stakeholders in the private and public domain regarding property financial information, including municipalities and other government Departments • Ensure that all relevant guides and prescripts are correctly implemented for financial disclosure of immovable assets • Data cleaning related to financial component of the IAR • Prepare Lead Schedule and Working Papers and for monthly reporting packs and Interim/Final Financial Statements • Manage S42 transfers in terms of the PFMA • Updating of Work in Progress (WIP) register and IAR and Annual Final Financial Statements (AFS) related to the provincial immovable asset property portfolio • Conduct research work related to property (financial) matters • Assist with update of property information after bi-annual deeds download • Analyze the immovable asset register and produce status reports on the financial component thereof • Ensure opening balance in register agrees to closing balance as per audited Financial Statements • Address all prior year adjustments to the IAR • Record all Work in Progress - capital expenditure - to the IAR - reconcile to Building maintenance and new works schedules and BAS (maintain the WIP-register) • Record all disposals / transfers to the IAR - capture proceeds of disposals to the register • Other *ad hoc* requests from Senior Manager: Strategic Immovable Asset Management • It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.



**DEPUTY DIRECTOR (1 Year Contract)**

Sub-component: Project Accounting

Centre: Head Office (Bhisho)

Ref No: DRPW 09/10/2017

An all-inclusive remuneration package: R 657 558 (Level 11)

**NB: THIS IS A RE-ADVERTISEMENT CANDIDATES WHO APPLIED BEFORE MUST RE-APPLY**

**Minimum Requirements:** • An appropriate Bachelor's Degree/ National Diploma in Finance, Auditing, Financial Information Systems • At least five (5) years relevant experience of which at least 3 years must be at an Assistant Director level • Working knowledge of financial systems (BAS, LOGIS, PERSAL, and VULINDLELA etc. ), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations • Proven interpersonal and communication skills at all levels • Strong analytical skills • Excellent financial management skills • Good communication skills • Advance computer literacy (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Sector SCOA. • Valid driver's licence.

**KPA's:** • Compiling and monitoring projects budgets and cash-flows • Monitoring expenditure against contracts. Ensuring effective allocations on per project base. • Manage administering of commitments with supporting documents in respect of projects. • Manage processing of journals • Handle project exceptions • Monitor the implementation of policies, and setting of norms and standards in respect of projects. • Manage enforcement of compliance to financial prescripts • Manage human resources related matters in the section • Ensure implementation and compliance to the Public Finance and Management Act and General Accounting Practices • Maintain a good working relationship with customers and stakeholders • Implement internal control systems • Attend to and resolve audit queries • Gather and provide information required by auditors • Address audit queries and attend to request. • Analyse data and compare with financial systems • Supervising and controlling the filing system.

**DEPUTY DIRECTOR (1 Year Contract)**

Sub-component: Financial Reporting

Ref No: DRPW 10/10/2017

Centre: Head Office (Bhisho)

An all-inclusive remuneration package: R 657 558 (Level 11)

**NB: THIS IS A RE-ADVERTISEMENT CANDIDATES WHO APPLIED BEFORE MUST RE-APPLY**

**Minimum Requirements:** • An appropriate Bachelor's Degree / National Diploma in Commerce/Accounting/ Financial Management • At least five (5) years' experience in Financial Reporting of which at least 3 years must be at Assistant Director level • A clear understanding of accounting reforms in government will be an advantage • Computer skills (MS Word, Excel, PowerPoint & Access) • Knowledge of the Public Finance Management Act, Treasury Regulations, financial policies and procedures • Good communication skills • A valid driver's license.

**KPA's:** • Compilation of monthly management accounts • Review of working paper files for different elements of financial statements, • Review Interim and Annual Financial Statements in accordance with National Treasury Guidelines, • Monitor the year end closure processes and reports to ensure they are timeously completed • Provide feedback to providers on information for the Interim and Annual Financial Statements to ensure compliance with requirements in terms of Financial Reporting Framework. • Manage human resources related matters in the section • Gather and provide information required by auditors • Address audit queries and attend to request. • Supervise and control the filing system.

**PROFFESIONAL CONSTRUCTION PROJECT MANAGER – GRADE A (X2 POSTS)**

**COMPONENT: BUILDINGS**

Ref No: DRPW 11/10/2017 Head Office (Education) (Bhisho)

Ref No: DRPW 12/10/2017 OR Tambo Regional Office (Mthatha)

An all-inclusive remuneration package of R637 875 per annum (OSD)

**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.

### **ARCHITECT: GRADE A (X2 POSTS)**

#### **COMPONENT: BUILDINGS**

*Ref No: DRPW 13/10/2017 Head Office (Education) (Bhisho)*

*Ref No: DRPW 14/10/2017 Joe Gqabi Regional Office (Sterkspruit)*

*An all-inclusive remuneration package of R549 639 per annum (OSD)*

**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 utilisation; (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.

### **CONTROL WORKS INSPECTOR**

#### **COMPONENT: BUILDINGS**

*Ref No: DRPW 15/10/2017*

*Centre: Sarah Baartman (Port Elizabeth)*

*Salary Notch: R417 552.00 – R491 847.00 per annum (Salary Level 10)*

**REQUIREMENTS:** - • A Bachelor's Degree or National Diploma (T/N/S streams) at NQF level 6 in Built environment studies OR N3 and passed Trade Test in any of the Bricklaying/Carpentry/Plumbing disciplines. •More than 6 years post qualification experience within the built environment of which 2 years should be at a supervisory level. • A valid driver's license

**KPA's:** - • Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. •Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance, through inter alia the following:-  
•Allocate tasks and projects in relation to the maintenance of existing and new works •Monitor the progress and expenditure on current maintenance and minor new works projects •Attend monthly project progress meetings with relevant stakeholders •Ensure that the Works Control System is updated, provide reports and estimates and

recommend and monitor expenditure and payments •Ensure accuracy of tender documents, specifications and bills of quantities •Ensure effective contract administration through the resolution of disputes •Promote and assist SMMEs, BBBEE and PPPs •Promote the initiatives of the Extended Public Works Programme (EPWP). Ensure that the relevant project documentation for new and existing structures is compiled, through inter alia the following: - •Develop and interpret plans and sketches •Draw-up quotation documents and compiles 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 and consultants through inter alia the following:-  
 •Provide advice and guidance to contactors and consultants in respect of compliance to legislation, regulations and procedures •Put systems and procedures in place to ensure contractors and consultants adhere to legislation , regulations and procedures •Verify invoices and certifies progress of payments •Check and process variation orders and 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 Expanded Public Works Programme  
 •Supervise the performance and conduct of subordinates through inter alia following:- •Identify skills development needs and provide training and development opportunities for subordinates •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 allocated • Monitor the proper utilization of equipment , stores and expenditure • Administer the department performance and development system.

**ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) (X4 POSTS)**

**COMPONENT: REGIONAL DIRECTOR'S OFFICE**

*Ref No: DRPW 16/10/2017 Amathole Regional Office (East London),*

*Ref No: DRPW 17/10/2017 Chris Hani Regional Office (Queenstown),*

*Ref No: DRPW 18/10/2017 Joe Gqabi Regional Office (Sterkspruit),*

*Ref No: DRPW 19/10/2017 OR Tambo Regional Office (Mthatha)*

*Salary Notch: R334 545.00 - R404 121.00 per annum (Salary Level 9)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree / National Diploma in Public Administration /Management / Development studies/Political science OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). • Minimum four (4) years relevant experience in community relations towards advocating on behalf of government issues affecting service delivery of which 2 years must be at a supervisory level. • Knowledge of wide range of functions of Sector Departments and Municipalities. Strong networking skills and the ability to develop and maintain relationships with various individuals, organizations and government departments. • Good communication skills both verbal and non-verbal and the ability to address a variety of audiences including communities, local and provincial lawmakers. • Good client relations skills and conflict management. • Good organizational skills and time management. • Knowledge and understanding of Masiphathisane (Flagship Programme). Coordination of audit responses. • A valid driver's license

**KPA's:** • Manage the establishment and maintenance of Stakeholder relations: - Develop stakeholder relations. • Maintain effective relations with sector Departments at the District level and all municipalities by: Attending and participating in all IGR forums; Cluster Forums; IDP representative forums; End user forums; DIMAFO & Coordination of implementation of Cluster Collaborative. • Enhance cooperation between DRPW and relevant community based stakeholders. • Maintain conflict between DRPW, other Departments, Municipalities and Community stakeholders in the region. • Receive and review enquiries regarding DRPW Programmes and service related issues from Municipalities and stakeholders. • Provide support to EPWP on Social Facilitation Programme. • Resolution Management: - Generate and communicate resolutions taken from regional management meetings, extended regional management and general staff meetings to relevant programmes with agreed timelines. • Receive resolutions from IGR committees and cascade them to Management. Monitor implementation of resolutions. • Monitor and Evaluate Projects: - Ensure development of Project Plans. • Monthly progress reporting on the Implementation of Project Plans. • Monitoring of staff in the Office of the Regional Director. • Office Management • Ensure development of quarterly regional newsletter by the communications officer.



**ASSISTANT DIRECTOR: CONTRACT MANAGEMENT**  
**COMPONENT: SUPPLY CHAIN MANAGEMENT**

*Ref No: DRPW 20/10/2017*

*Amathole Regional Office (East London)*

*Salary Notch: R334 545.00 - R404 121.00 per annum (Salary Level 9)*

**REQUIREMENTS:** •An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration with subjects in Public Procurement or Finance and or Supply Chain Management/ Commerce/ FIS/Local Government Finance/ Internal Auditing/ Management/ Business Management/ Accounting/ Law with at least 4 years relevant in Supply Chain Management/ Contracts Management of which 2 years must be at supervisory level working experience. •Experience in the drafting, management, monitoring and evaluation of contracts and SLAs. •Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/ organizational requirements. • Good knowledge of operational performance planning and monitoring, corporate governance knowledge of the PFMA, Treasury Regulations, Law of contracts and Supply Chain Management prescripts. • Proven knowledge of Government procurement process related to construction procurement. •Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. • A valid driver's license

**KNOWLEDGE AND SKILLS:** •Excellent analytical, numeric, communication and report- writing skills. Financial Management skills with the ability to handle multiple and complex tasks and projects. Good computer skills i.e. MS Word, MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyses policies. •Ability to work under pressure and meet tight deadlines.

**KPA's:** Contracts and Service Level Agreements drafting. Ensure consistent application of SCM process across all contracts including compliance with legislative and regulatory framework. Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Analyse bids and proposals and ensure that the specifications of binding agreements with the service providers are legal and comply with Government policies. Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files. Maintain an up to date departmental register. Maintain contract guarantees and contractors/service providers. Implement SCM audit plan Report and advice on all Contract management risks. Prepare appointment and termination letters on contracts awarded. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations.

**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**

*Ref No: DRPW 21/10/2017*

*Centre: Chris Hani Regional Office (Queenstown)*

*Salary Notch: R334 545.00 - R404 121.00 per annum (Salary Level 9)*

**REQUIREMENTS:** A Bachelor's Degree/ National Diploma in Human Resource Management/ Industrial Psychology/ Public Management. A minimum of 4 years' experience in Human Resource Management of which two (2) years must be at a supervisory level. Computer literacy in all MS Office packages • Proven Knowledge of HR Information Management system is Compulsory. A valid driver's license.

**KNOWLEDGE AND SKILLS:** • Knowledge of Public Service Act. Knowledge of Proclamation 103 of 1994 as amended Public Service Regulations. Knowledge of Basic conditions of Employment Act. Analytical skills. Problem solving skills. Policy development skills. Knowledge of HRM related policies. Knowledge of Performance Management Development System (PMDS). Report writing skills. Computer Literacy. Conflict management. Presentation. Ability to work in a team. Knowledge of Labour Relations Act

**KPA's:** Facilitate Recruitment and Selection; implement conditions of service and employee benefits. Authorize transaction on PERSAL and verify payment and advice. Identify Human Resource risks and develop service improvement mechanisms in line with the business needs. Facilitate implementation of Performance Management



Development System. Facilitate the training and development of personnel. Facilitate Employee Relations and Wellness Programme. Ensure a high level of service delivery to line functionaries. Update and provide Human Resource Personnel Management and Audit information reports. Compile submission in relation to Human Resource Management matters. Facilitate implementation of PILIR policy in the department. Ensure credibility of Human Resource information and personnel records.

### **CONTROL SECURITY OFFICER**

#### **COMPONENT: FACILITIES MANAGEMENT**

*Ref No: DRPW 22/10/2017 Joe Gqabi Regional Office – Sterkspruit  
Salary Notch: R334 545.00 - R404 121.00 per annum (Salary Level 9)*

**REQUIREMENTS:** • A Bachelor's Degree or National Diploma in Security Management/ Policing / Law or any relevant qualification with a minimum of 5 years' experience in the security field of which 3 should be on a 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 will be 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 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 manger regarding effectiveness of security and make recommendations for adoption of new products • Provide reports to line management on a regular basis. • Reports to the Director: Security Management

### **OFFICE MANAGER**

#### **COMPONENT: OFFICE OF THE CHIEF AUDIT EXECUTIVE**

*Ref No: DRPW 23/10/2017*

*Center: Head Office (Bhisho)*

*Salary Notch: R334 545.00 - R404 121.00 per annum (Salary Level 9)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree/ National Diploma with majors in Accounting and/or Auditing or equivalent qualification Auditing with advanced computer skills • A minimum of 3 – 5 years in the Internal Audit/Risk Management and experience in office management • Excellent understanding of the standards of the Institute of Internal Auditors (IIA) and ability to fully comply with IIA standards • Be adaptable and able to meet deadlines on assignments, juggle multiple demands and to work with all types of officials in the department • Strong skills in negotiating, relationship building, problem solving, and timely problem escalation. • Excellent time management and organizational skills • Detail oriented but able to quickly grasp the big picture • Ability to adapt to change quickly and multi-task • Strong analytical, written & verbal communication, interpersonal, and relationship building skills • Systems knowledge and familiarity • Valid driver's licence.

**KNOWLEDGE AND SKILLS:** • Good interpersonal, organizational, communication and record-keeping skills • The ability to liaise at Senior Management level and ability to work and cope under pressure are important prerequisites • Experience in customer relations and client liaison is also a prerequisite • The successful applicant must maintain confidentiality and be able to work independently, with minimum supervision • The applicant must have advanced computer literacy in MS Office packages (MS Word, MS PowerPoint, MS Excel), and have excellent Intranet and Internet capabilities • The applicant must also have excellent typing skills • A working knowledge of LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage • The person must be multi-tasked and performance result driven orientated, motivated, work independently, meet deadlines and accept responsibility • The applicant should have a keen interest and understanding of the Internal Auditing environment. • Extensive knowledge in Public Sector, Standards for the Professional Practices of Internal Auditing (SPPIA), Treasury Regulations, PFMA, Public Service regulations, National and Provincial Treasury Regulatory Framework and other relevant prescripts.





**KPA's:** •Analyses and concludes on effectiveness and efficiency of control environment •Identifies control gaps and opportunities for improvement. Prepares timely reports for executive management, the Audit Committee and the HOD's Office •Acts as primary client liaison within Internal Audit Directorate to all the stakeholders' •Provides advice on internal control and participates in enhancing internal audit standards and practices within the Unit. •Researches new or technical subjects when required to support Internal Audit•Maintain open communication with management and audit committee•Co-ordinate Continued Professional development of the unit and maintain records on CPD of the unit•Maintain filing system of the unit•Manage financial and human resources of the unit.

**LABOUR RELATIONS OFFICER**  
**COMPONENT: DISPUTE CONCILIATION**

*Ref No: DRPW 24/10/2017*

*Centre: Head Office (Bhisho)*

*Salary Notch: R281 418.00 - R331 497.00 per annum (Salary Level 8)*

**REQUIREMENTS:** • A Bachelor's Degree / National Diploma in Labour Law/ Labour Relations/ Industrial Relations/Human Resource Management with three (3) years relevant experience • 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 Services Act, Public Services Regulations Act, Constitution of the RSA, Basic Conditions of Employment, Collective agreements, Codes of Remuneration and the Public Finance Management Act. • Good communication skills • Computer Literacy •

**KPA's:** • Process labour related matters i.e. Grievance, Disciplinary procedure, Disputes resolutions, etc. 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. • Maintenance of labour relation information management system • Represents the department on labour related matters (Disciplinary hearing, CCMA and Bargaining council). • Conduct awareness campaigns on labour related matters. • Promote sound employment relations within the Department.

**SENIOR ADMINISTRATIVE OFFICER**  
**COMPONENT: SUPPLY CHAIN MANAGEMENT**

*Sub-Component: Fleet Management*

*Ref No: DRPW 25/10/2017*

*Centre: Chris Hani Regional Office (Queenstown)*

*Salary Notch: R281 418.00 - R331 497.00 per annum (Salary Level 8)*

**REQUIREMENTS:** - A Bachelor's Degree or National Diploma in Public Management/ Administration/ Supply Chain Management/ Logistic Management with a minimum of three (3) years' relevant experience in Fleet Management. Computer Literacy (MS Excel, MS Access, MS Word, MS Outlook and PowerPoint). A valid Driver's license is compulsory.

**KPA's:** Check and record log returns. • Monitor and process accident reports. • Processing the registration and licensing of the departmental fleet. • Issue trip authorities • Co-ordinate maintenance of vehicles. • Inspect vehicles • Process subsidized applications, • Keep up to date vehicle Assets register. • Administer Human Resources Functions in terms of processing PMDS and leave management. • Oversee general office administration duties. • Supervision of subordinates• Compile and produce monthly, quarterly and annual reports.

**SENIOR ADMINISTRATIVE OFFICER**  
**COMPONENT: HUMAN RESOURCE MANAGEMENT**

*Ref No: DRPW 26/10/2017*

*Centre: Sarah Baartman Region (Port Elizabeth)*

*Salary Notch: R 281 418 per annum (Salary level 8)*

**REQUIREMENTS:** An appropriate Bachelor's Degree or National Diploma in Human Resource Management or Human Resource Development with at least 3 years relevant experience in Human Resource Development. Working knowledge of Persal with Introduction to Persal certificate attached is a prerequisite or any HR Information system



accompanied with certificate relevant to the post .Willingness to travel and work after hours when needed. Valid driver's license.

**KNOWLEDGE & SKILLS:** Knowledge & understanding of policies, practices and procedures applicable to Human Resource Management and Development as well as government financial systems. Knowledge of education and training quality assurance processes and procedures. Good knowledge regarding implementation of policies in relation to PMDS as well as managing performance information. Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing) with people at various levels. Basic understanding of Employment Equity legislation and its implementation in the workplace. Sound research, report writing, problem– solving, and organizing, planning and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.

**KPA's:** Implementation of **training and development** within the region by: - Participating in the development of training plans, procedure manuals and guides on course materials. Evaluate training materials prepared by instructors to ensure applicability and relevance of required training. Conduct training needs analysis in order to compile and implement the Workplace Skills Plan for the Region as well as develop training programmes. Report on the training budgetary requirements and needs. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure effective functioning of the Skills Development Committee. Provide accurate data for the development of regional Training Plan. **Learnership and Internship management:** - Provide logistical arrangements with regards to the appointment of unemployed graduates as interns or TVET learners. Ensure proper implementation of internship and learnership programmes. **Performance management:** - Effectively and efficiently implement PMDS within the Region. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development, bursary and performance management. **Bursary management:** - coordinate the placement of bursary holders within the region. Advise/assist officials or students applying for bursaries and issue bursary application forms. Take part in bursary committee meetings. Market the Departmental careers during career exhibitions as invited. Assist bursary holders with regards to their tuition fees, accommodation and study material. Communicate with educational institutions to strengthen relationship. Compile management reports. Render general administrative duties related. Supervise team within the unit.

**ADMINISTRATIVE OFFICER: CONTRACT MANAGEMENT  
COMPONENT: SUPPLY CHAIN MANAGEMENT**

*Ref No: DRPW 27/10/2017*

*Centre: Chris Hani Regional Office (Queenstown)*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** • A Bachelor's Degree or National Diploma in Public Management/Finance Management or equivalent with a minimum of two (2) years Supply Chain Management experience. A valid drivers' license will be an added advantage.

**KNOWLEDGE AND SKILLS:** • Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. • Good interpersonal relations • Good communication skills (verbal and written) • Computer Literacy

**KPA's:** • Assist in Contracts and drafting of Service Level Agreements • Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework • Provide support to all departmental bid committees. • Safeguarding of contracts related documentation and maintenance of contract files • maintain an up to date departmental contract register



**ADMINISTRATIVE OFFICER: CONDITIONS OF SERVICES AND BENEFITS  
COMPONENT: HUMAN RESOURCE MANAGEMENT**

*Ref No: DRPW 28/10/2017*

*Centre: Chris Hani Regional Office (Queenstown)*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** • Applicants must be in a possession of a Bachelor's Degree/ National Diploma in Human Resources Management/ Public Management/Administration with a minimum of two (2) years' experience in the Human Resource Administration environment • Knowledge of legislations that govern Human Resources • Proven knowledge of HR Information Management Systems.

**KPA's:** • Facilitate Conditions of Service and Employee Benefits. • Approve transactions on PERSAL and verify payments and advice. • Leave Management. • Facilitate implementation of PILIR policy in the region. • Ensure credibility of Human Resource information and personnel records. • Update and provide Human Resource Personnel Management and Audit information. • Provide accurate data for the Human Resource Plan and compile monthly • management reports. • Manage performance of the subordinates in line with performance management and development system. • Compile submission in relation to Human Resource Management matters.

**CHIEF SECURITY OFFICER  
COMPONENT: FACILITIES MANAGEMENT**

*Ref No: DRPW 29/10/2017*

*Centre: O.R Tambo Regional Office (Mthatha)*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** • A Bachelor's Degree or National Diploma in Security Management/ Policing / Law with a minimum of 3 years' experience in the security field of which 2 years should be proven as a supervisor OR A Grade 12 (Senior certificate) with a minimum of ten (10) years' experience of which 3 years must be at Senior security/ Supervisor in security services • Registration with PSIRA at (Grade B). • A Valid Code B drivers licence.

**KNOWLEDGE AND SKILLS:** • Knowledge of Control of access to Public Premises and Vehicle Act (Act 53 of 1985, MISS , MPSS, Firearm control Act, OHS Act, Criminal Act, Act 53 of 1977, Constitution of the Republic of South Africa and any other security legislations • Sound leadership skills • Investigating and problem solving skills • Must be able to take decisions in the absence of the Head of Security • Good organizational , planning and team building skills • Excellent communication and interpersonal skills

**KPA's:** • Control and supervise staff: Administer basic human resources matters e.g. discipline, leave etc. • Conduct investigations and provide report to the Control Security Officer • Ensure that inspection of the internal building, premises and perimeter fence is performed • Ensure all departmental and security policies and procedures are implemented • Perform security management duties as delegated • Conduct and co-ordinate monthly meeting with staff and in-service training for security personnel at the regional office • Report incidents and irregularities to Control Security officer • Liaise with all security stakeholders • Conduct risk analysis in the building and camps • Follow up incidents or irregularities discovered when perusing the OB. • Implement and monitor employee's performance management and development system (PMDS).

**NETWORK CONTROLLER  
COMPONENT: HUMAN RESOURCES MANAGEMENT**

*Sub-component: Office Services*

*Ref No: DRPW 30/10/2017*

*Centre: Alfred Nzo Regional Office*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** • An appropriate Bachelor's degree or National Diploma in ICT with two (2) years' applicable experience in support and maintenance. Internationally recognized certifications such as A+, N+, CCNA or MCSE, ICT

areas or Electronics would be an added advantage • Microsoft Office Suite at an advanced level • Maintenance and support on LAN infrastructure (PC's, Laptops, Printers) operating platforms and software • Knowledge of Project Management Principles and systems Windows 7, Internet, office applications, BAS, PERSAL, LOGIS). • A valid Driver's license will be an added advantage.

**KPA's:** • Render general administration, co-ordination • ICT user support and preventative maintenance services within the regional office • Maintenance of all ICT equipment/infrastructure (PC's, Laptops, Printers, Peripheral IP devices) • Implementation, installation, upgrading and technical support of software operating systems and systems software packages on PCs • Implementation, installation, upgrading and technical support of commercial off-the-shelf software on PCs with the emphasis on Microsoft Products • Setup, configuration and availability of network connectivity and connection of users to network services • Specialist technical support with regard to access, system availability, backup and restore procedures, optimization, virus control, disk space and problems experienced on Peripheral IP devices • Technical support and maintenance of Local Area Network (LAN), under supervision fault diagnosis and correction • Provide advice to client with regard to Information Technology and support • Render LAN and Desktop support to all Departmental ICT users.

**PERSONAL ASSISTANT**  
**COMPONENT: REGIONAL DIRECTOR OFFICE**  
*Ref No: DRPW 31/10/2017*  
*Centre: Alfred Nzo Regional Office*  
*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** - • An appropriate Bachelor's Degree or National Diploma in Office Management/Public Relations/ Management Assistant with at least two (2) years relevant experience as a secretary or providing secretarial support at senior level OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). • 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 services to the Regional 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 Regional Director from time to time. • Develop and maintain an efficient filing system within the Regional Director's office. • Ensure that travel arrangements are well coordinated, prioritize issues in the Regional Director. • Procure office supply for the Regional Director's office i.e. groceries, stationery, printing supplies etc. • Provide logistical support to Regional Director (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). • Support Regional 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 Regional Director; remains abreast with the procedures and processes that apply in the office of the manager.



**LABOUR RELATIONS OFFICER**  
**COMPONENT: HUMAN RESOURCES MANAGEMENT**

*Ref No: DRPW 32/10/2017*

*Centre: Alfred Nzo Regional Office*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** • A Bachelor's Degree / National Diploma in Labour Law/ Labour Relations/ Industrial Relations/Human Resource 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 Services Act, Public Services 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 Orientated

**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 the 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 •Ensure that Policies, Resolutions are circulated to all Managers/ Supervisors, Employees on Labour Relations issues. • 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

**PERSONNEL PRACTITIONER**  
**COMPONENT: HUMAN RESOURCES MANAGEMENT**

*Ref No: DRPW 33/10/2017*

*Centre: Sarah Baartman (Port Elizabeth)*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** • A Bachelor's Degree / National Diploma in HRM or Labour Law at NQF level 6. •A Minimum of two (2) years relevant experience in Employment Relations OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). Knowledge of grievance and disciplinary procedures within the environment. • Computer Literacy. Practical working knowledge of Persal or any HRM related system. •A good knowledge and understanding of legal framework governing Human Resources. •A Valid Driver's license and willingness to travel is essential.

**KPA's:** Maintain and monitor the database of individual grievances, disputes and misconduct cases. •Assist in the handling of all grievances and complaints promptly within the principles of the law. •Assist in monitoring of conflict and eliminate arbitrary decisions. •Form part of the misconduct and grievance investigation meetings to record facts where necessary. •Implement the finalization of grievances and misconduct cases. •Implement all departmental circulars, policies and other communication that impact on the operation of the Business Unit. •Assist in the coordination of training on Employment Relations/LR related matters within the region. •Assist in the promotion of LR awareness campaigns to ensure zero tolerance in cases involving corrupt activities. •Conduct research on case law and adjudication trends and developments in Labour Law and Employment Relations. •Update all Labour relations cases on Persal and on personnel files. •Attend to less routine correspondence and provide advisory services to employees. •Provide monthly/quarterly reports to Deputy Director: Corporate Services and Head Office Labour Relations Manager upon request. •Alternative duties may be added as decided by Deputy Director: Corporate Services.



**CHIEF REGISTRY CLERK: PERSONNEL REGISTRY**  
**COMPONENT: HUMAN RESOURCES PRACTICES AND ADMINISTRATION**

*Ref No: DRPW 34/10/2017*

*Centre: Head Office (Bhisho)*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** • A Bachelor's Degree / National Diploma in Records Management / Human Resource Management or equivalent NQF6 qualification with at least two (2) years' experience in records management/registry environment • Ability to work under pressure • Ability to work as a team and alone • Ability to handle confidential correspondences • Computer literate • Good communication skills (verbal and written) • A Valid driver's license.

**KPA's:** • Maintain an efficient and effective record keeping and file management • Implement and maintain the electronic records management system. • Ensure that the File plan is up to date in line with the changes of the department • Keep Control over filling to prevent unnecessary duplicates or bulky items from being placed on files. • Custody and safekeeping of Register of Files Opened, Destruction Register and Register of Authorities • Responsible for closure of Records and Tracing of records • Dispatching of outgoing items/correspondence • Direct Supervision and -In-service training of registry personnel • Ensure proper archiving of documents • Ensure that all files comply with NIMR Requirements.

**LOSS CONTROL OFFICER: INTERNAL CONTROL**

*Sub: Component: Loss Control*

*Ref No: DRPW 35/10/2017*

*Centre: Head Office (Bhisho)*

*Salary Notch: R226 611-R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** • An appropriate Bachelor's Degree or National Diploma in Commerce/Auditing combined with at least two (2) years relevant working experience in Loss Control Environment • Computer skills in Microsoft Office Applications • Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts • Knowledge of the Departments mandate and its relationship with stakeholders in the sector. • Applicants must be prepared to work away from his/her permanent station (Head Office). A valid driver's license.

**KNOWLEDGE AND SKILLS:** • Excellent analytical, numeric, communication and report - writing skills • Ability to handle multiple and complex tasks and projects • Good computer skills in MS Word, MS Excel, MS Project and PowerPoint • Ability to deal with stakeholders at all levels • Ability to work in a team • Ability to work under pressure and meet tight deadlines. • Ability to conduct investigations. • Knowledge of legislative prescripts such as PFMA, treasury Regulations etc.

**KPA's:** • Maintain the Loss Control register. • Investigate reported cases on asset losses, claims, thefts and damages within the department arising from the use of departmental assets and make recommendations to the Accounting Officer. • Liaise with stakeholders. • Provide secretariat services to Loss Control Committee and ensure its smooth running. • Input to the preparation of financial statements. • Interaction with auditors and attend to audit issues. Manage and reduce asset losses. • Proper record management. • Provide support to Regions.



**COMMUNICATION LIAISON OFFICER**  
**COMPONENT: COMMUNICATION SERVICES**

*Ref No: DRPW 36/10/2017*

*Centre: Head Office (Bhisho)*

*Salary Notch: R226 611- R266 943 per annum (Salary Level 7)*

**REQUIREMENTS:** An appropriate tertiary qualification at NQF level 6 in Management/Public Management/Social Sciences **OR** Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with at least two (2) years relevant experience in the related field • A valid Driver's license.

**KNOWLEDGE AND SKILLS:** • Knowledge of Batho Pele Principles • Knowledge of Customer Care policy •Counselling skills • Communication skills •Report Writing skills •Interviewing skills. Must be willing to travel irregular hours and attend both internal and intergovernmental activities

**KPA's:** • Render an effective and efficient customer service to the clientele of the Department • Handle complaints as per complaints handling strategy •Refer complaints to relevant officials •Follow ups by letters telephone and re- faxing of complaints registered to adhere to turn around time •Implement Batho Pele Principles •Compile weekly, monthly and quarterly customer care reports •Distribute Departmental Publications through exhibitions •Participate in the Public Service month and Provide Logistical and technical support in the Batho Pele forum

**PERSONNEL OFFICER**

**COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES**

*Ref No: DRPW 37/10/2017*

*Centre: Alfred Nzo Regional Office (Mount Ayliff)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • A Bachelor's Degree / National Diploma in Human Resource Management/ Industrial Psychology/ Public Management with (1 - 2) years' experience preferably in staff provisioning and conditions of service **OR** a Grade 12 (Senior Certificate) with 3-5 years' relevant experience •Knowledge of HR prescripts and understanding of conditions of service and staff provisioning •A fair understanding of Public Service Regulations and HR policies •Knowledge and ability to use HR Information Management system

**KNOWLEDGE AND SKILLS:** •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

**KPA's:** • 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 including employees exiting the department • Administer HR processes at operational level •Perform any other duties that may be assigned. • Administer leaves and PILIR cases in the region

**PERSONNEL OFFICER: HR PROVISIONING (X2 POSTS)**

**COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES**

*Ref No: DRPW 38/10/2017*

*Centre: Head Office (Bhisho)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • A Bachelor's Degree/ National Diploma in Human Resource Management/ Industrial Psychology/ Public Management with least 1 – 2 years' experience in Human Resource Provisioning. •**OR** Grade 12 (Senior Certificate) with at least (3 -5) years' experience in Human Resource Provisioning. •Computer literacy in MS Office packages • •Knowledge and ability to use HR Information Management system.

**KNOWLEDGE AND SKILLS:** •Public Service Act • Proclamation 103 of 1994 as amended Public Service Regulations. • Basic conditions of Employment Act • Report writing. • Computer Literacy.



**KPA's:** • Process Human Resource Provisioning services. •Process advertising of positions, recruitment, selection and filling of positions. •Process validation of qualifications. •Process assumption of duties. •Process issuing of letters of appointment contracts. • Process confirmation of probation appointments. **To process deployment** – To process personnel utilization and mobility through transfers, translations in rank, promotions and secondments.

**REGISTRY CLERK: PERSONNEL REGISTRY**  
**COMPONENT: HUMAN RESOURCE ADMINISTRATION AND ADMINISTRATION**

*Ref No: DRPW 39/10/2017*

*Centre: Head Office (Bhisho)*

*Salary Notch: R152 862.00 - R180 063.00 per annum (Salary Level 5)*

**REQUIREMENTS:** • A Grade 12 (Senior Certificate) or equivalent with 3-5 years' relevant experience • Ability to work under pressure • Ability to handle confidential correspondence • Good communication skills (verbal and written) • Experience in working in registry will be an added advantage.

**KPA's:** • Opening of files and replacement of worn covers • Accurate and neat filling of correspondence in files • Ensure that files requested reach those officials as soon as possible • Ensure that files requested are recorded in the Register • Dispatching of outgoing items / correspondence • Noting of correct reference numbers on all incoming correspondence • Making follow ups on all files requested and not returned after five working days

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**CLOSING DATE: 17 NOVEMBER 2017**

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 options:

**FOR THE OFFICE OF THE PREMIER AND THE DEPARTMENT OF ROADS & PUBLIC WORKS**

Hand Delivery: Room 1043, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.  
Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605. Enquiries: Mr. M. Mbangi at (040) 609 6424 / 6248 / 6290

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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 suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12)





months. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: Females and Disabled persons are encouraged to apply to SMS positions.

## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

### **ASSISTANT MANAGER: SPORT DEVELOPMENT (FEDERATION AFFAIRS)**

*Salary Range: An all-inclusive remuneration R417 552-R491 847 (Level 10)*

*Head Office Ref: DSRAC 01/10/2017*

**Minimum Requirements** : BA Degree/ Diploma in the field of Sport & Recreation coupled with 3 years' experience in the field of Sport & Recreation or Matric coupled with 10 years' experience in the field of Sport & Recreation. Project Management will be an added advantage. Knowledge of wide range of work, process and procedures such as Events Management, Government Procurement and Monitoring & Evaluation. Must possess the following skills, decision making, analytical and negotiation, financial management, strategic and operational, planning and organizing, people management, problem –solving, conflict management, verbal and written communication, leadership, relationship management and computer literacy. A valid driving licence is essential.

**KPA's:** Implement strategic partnership programmes with federation. Develop a database of clients. Manage projects in partnership with clients. Set up standing meetings with clients and manage the Provincial Annual Sport Calendar. Coordinate and organise the training of identified participants. Monitor and evaluate the programme. Compile monthly and quarterly non-financial and financial reports for the area of responsibility.

### **ASSITANT MANAGER: PMDS**

*Salary Range: An all-inclusive remuneration R 334 545- R404 121 (Level 09)*

*Head Office Ref: DSRAC 02/10/2017*

**Minimum Requirements** : A Degree/ Diploma in Human resource or equivalent with 3 years' experience in the field of Human Resource Management (preferable PMDS) of which 2 years must be at a supervisory level, or Matric certificate with at least 10 years' experience in the field of Human Resource Management (preferable PMDS Field) . Knowledge of relevant legislation, HR practices and processes. Knowledge of Labour Relations, HRM policies, processes and procedures. Strong PMDS administration skills. Knowledge of Performance Management Development System Policy. Knowledge of PERSAL. Computer literacy. A valid driving licence.

**KPA's:** Co-ordinate and monitor the implementation of PMDS in the Department. Administration work. Management of subordinate. Co-ordinate payment of Pay Progression and Performance bonuses.

### **ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT – ASSET MANAGEMENT**

*Salary Range: An all-inclusive remuneration R334 545-R404 121 (Level 09)*

*Head Office Ref: DSRAC 03/10/2017*

**Minimum Requirements** : An appropriate Bachelor's Degree/National Diploma in Logistics /Finance/ Supply Chain Management or any other equivalent qualification with 3 years' experience in the government asset management environment, 2 years of which must be at a supervisory level or Matric coupled with 10 years' experience in the field of asset management within public sector. Valid driving licence.

**KPA's:** Perform responsibility for the asset management function in the Department. Responsible for the maintenance of the departmental asset registers. Responsible for monthly reconciliations of asset records, asset verifications and stock taking, periodic disposal of unserviceable and obsolete assets. Manages personnel in the Asset Management Unit.

### **ASSISTANT MANAGER: RECREATION DEVELOPMENT X2**

*Salary Range: An all-inclusive remuneration R417 552-R491 847 (Level 10)*

*Sarah Baartman District Ref: DSRAC 04/10/2017 & Alfred Nzo District Ref: DSRAC 05/10/2017*

**Minimum Requirements** : Degree/Diploma in Sport Management or Human Movement Science studies with at least 3 years' experience in the field or Matric certificate coupled with 10 years' experience in the field. Knowledge of Sport and recreation related government prescripts in particular those focusing on Sport and recreation development,



such as National Sports plan. Sound knowledge MPP grant framework. Knowledge of Public service act, Public Service Regulations, Public Service Finance Management ACT (PFMA), division of revenue Act 9DORA) and Employee Performance Management System (EPMDS) and other applicable government prescripts. Planning, Organisational, Communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution, resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A Valid Driving Licence.

**KPA's:** Management of sub-directorate staff and implementation of EPMDS. Manage budget, compile business plans and operational plan for Recreation section. Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub – directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the systems of the department. Facilitate the process of recreation development, transformation working with recreation structures and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Manage and eliminate risk hazards within the section being guided by the policies of the department and public service regulations. Manage the coordination of activities and festival at hub, local and district levels. Facilitate programmes that promote moral regeneration and healthy lifestyles.

### **ASSISTANT MANAGER: MPP**

**Salary Range: An all-inclusive remuneration R417 552-R491 847 (Level 10)**

**Sarah Baartman District Ref: DSRAC 06/10/2017**

**Minimum Requirements:** Degree/Diploma in Sport Management or Human Movement Science studies with at least 3 years' experience in the field or Matric certificate coupled with 10 years' experience in the field. Knowledge of Sport and recreation related government prescripts in particular those focusing on Sport and recreation development, such as National Sports plan. Sound knowledge MPP grant framework. Knowledge of Public service act, Public Service Regulations, Public Service Finance Management ACT (PFMA), division of revenue Act 9DORA) and Employee Performance Management System (EPMDS) and other applicable government prescripts. Planning, Organisational, Communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution, resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A Valid Driving Licence

**KPA's:** Provide strategic leadership in the club development section by planning and developing of the sub-directorates and districts operational plans, projects and programmes. Ensure compliance with conditional grant framework, prepare budgets, procumbent plans and cash flow projections in line with the business plan. Synchronise the operational plans with budget and business plans. Manage the implementation of Mass Participation Programmes in club development, manage the implementation or programmes in line with policy directives and political imperatives. Manage leave and EPMDS in the club development section and ensure capacity building of staff. Manage the utilisation and safe keeping of assets and compile section reports.

### **PRINCIPAL LANGUAGE PRACTITIONER**

**Salary Range: An all-inclusive remuneration R281 418-R331 497(Level 08)**

**Head Office Ref: DSRAC 07/10/2017**

**Minimum Requirements:** BA Degree/ Diploma in Languages. A post graduate qualification in translation and interpreting will be an added advantage. Experience in translation and interpreting and working in language matters. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages, which must be Sesotho and English. Experience and knowledge in publishing and creative writing. Knowledge of language policy and its implementation plan. Computer literacy and valid driving license is a must. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours when there is a need. Be willing to drive throughout the province for stakeholder engagement. Knowledge of Sign Language or willingness to learn the language would be an added advantage. **(The position targets candidates who poses a qualification in Sesotho).**

**KPA's:** Render language services duties such as translation of official documents from and into Sesotho and English and vice versa for government departments and entities. Provide and facilitate any language related development initiative. Provide interpreting services when required. Facilitate editing, proof-reading and prepare manuscripts for publication. Liaise and meet with stakeholders for language development projects as well as organizing language related events.



### **HRD PRACTITIONER X2**

**Salary Range: An all-inclusive remuneration R281 418– R331 497 (Level 08)**

**Head Office Ref: DSRAC 08/10/2017**

**Minimum Requirements** : A 3 year Degree/ Diploma in Human Resource Management/ Personnel Management/Training and development / Human Resource Development or any related field plus a minimum of two years practical experience within the field of Human Resource Management (at least 1 year experience in HRD) or Matric with 5 years' experience in Human Resource Development. Good facilitation skills, Must be Computer literate in MS Office. Knowledge of skills Development Act and Public Service Legislative framework that impact on skills development. Familiarity with procurement processes and procedures. Good interpersonal skills. A valid driving license.

**KPA's:** Co-ordinate Training and Development programmes for the department. Facilitate the drafting of WSP (Workplace Skills Programme) and ATR (Annual Training Report). Facilitate in-house training and Induction programmes, internship programmes and skills programmes. Monitor progress and prepare reports on internship programmes, skills programmes and employee bursaries. Co-ordinate, administer, keep proper records and database of bursaries, training programmes, internship, learner ship and skills programme. Arrange logistics for all skills development interventions. To be in charge of procurement relevant to training interventions. Ensure that providers are paid within the legislated timeframes. Maintain good working relations with strategic partners including CATHSSETA and relevant stakeholders.

### **INDUSTRIAL TECHNICIAN: CONSERVATOR**

**Salary Range: An all-inclusive remuneration R281 418-R331 497(Level 08)**

**East London Museum Ref: DSRAC 09/10/2017**

**Minimum Requirements:** BA Degree/ Diploma in Museum and Heritage or a post-matric qualification in related technical field. At least 2 years' experience in dealing with museum collections. Must be computer literate. Must be familiar with principles of preventive conservation. A valid driving license will be an advantage.

**KPA's:** Plan and conduct a programme for preventive conservation of objects and specimens in all museum collections which involves cleaning, treating, fumigation and regular inspection. Clean and treat objects and specimens using specialised knowledge and accepted techniques. Keep records of work undertaken using the Vernon Collections Management System. Advise museum staff concerning environmental needs, handling, mounting, care, security and suitability of museum objects and specimens for museum programmes, display, loans and storage. Monitor environmental conditions (temperature, relative, humidity, UV light etc.) and take steps to minimise fluctuations. Research conservation methods and techniques. Public relations and assistance to museums and other institutions relating to conservation matters.

### **PRINCIPAL MUSEUM HUMAN SCIENTIST**

**Salary Range: An all-inclusive remuneration R281 418-R331 497(Level 08)**

**Albany Museum Ref: DSRAC 10/10/2017**

**Minimum Requirements:** BA Degree/ Diploma in History/ Social Science/Philosophy with 3 years relevant experience or Matric with 5 years' experience in the field of Museum and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. Valid Driving Licence.

**KPA's:** Curate and develop the collection for long term preservation and storage. Add to the collection by undertaking active survey/research and actively seek to obtain collections from donors. Assist public researchers, community museums, institutions of learning, etc. with research in humanities and museology. Edit and write articles for the museum newsletter, journals or periodicals and give lectures. Assist in compiling quarterly and annual reports.



**INDUSTRIAL TECHNICIAN: TAXIDERMY**

**Salary Range: An all-inclusive remuneration R281 418-R331 497(Level 08)**  
**East London Museum Ref: DSRAC 11/10/2017**

**Minimum Requirements** : BA Degree/ Diploma in Visual Arts with Sculpture as a subject or Matric with 5 years' experience in taxidermy. Museum experience will be an advantage. A Valid Driving Licence.

**KPA's:** Prepare specimens for collections, including documentation. Prepare specimens for display. Assist with responses to natural history queries. Proactively seek specimen material for preparation. Proactively research and acquire materials and techniques for specimen preparation.

**CULTURAL OFFICER: PERFORMING ARTS (Re- advertisement)**

**Salary Range: An all-inclusive remuneration R226 611 – R266 943 (Level 07)**  
**Amatole District Ref: DSRAC 12/10/2017**

**Minimum Requirements:** A Degree or National Diploma in Arts and Culture or Matric Certificate plus 3 years' experience in Arts and Culture. General Knowledge of government prescripts, knowledge of project management. Computer literacy. Good interpersonal and communication skills (verbal and written). A valid driving licence.

**KPA's:** Implement and coordinate the District Office Arts and Culture activities in accordance with the provincial policy. Implement the approved micro plans of Arts and Culture in the District. Carry out the mandate of the Directorate with the Chris Hani District. To manage, assist and coordinate District and/ or Departmental projects, arts and culture projects, liaison with local artists, authorities and Arts and Culture bodies (Association Forum etc.)

**EXECUTIVE ASSISTANT X2 (SPORT DIRECTORATE)**

**Salary Range: An all-inclusive remuneration R226 611 – R266 943 (Level 07)**  
**Head Office Ref: DSRAC 13/10/2017**

**Minimum Requirements:** A Degree or National Diploma in Office Administration or equivalent qualification or Matric coupled with 2 years' experience in Administration support. Computer skills, communication skills (verbal and written), listening skills. Good telephone etiquette and interpersonal skills. Able to work independently and under pressure. Knowledge and understanding of relevant legislation/policies in the Public Service.

**KPA's:** Provide a secretarial/receptionist support to the General/Senior Manager. Handle telephone enquiries and compile a schedule of appointments. Render administrative support, collate and compile report, ensure the effective flow of information and documents, edit correspondence and memoranda. Handle the procurement of the unit. Ensure safe keeping of all documentation in the office of the General/Senior Manager in line with relevant legislation and policies. Scrutinise routine submission/reports and make notes and / or recommendations to the Senior Manager. Respond to enquiries received from internal and external stakeholders. Typing of reports. Collating monthly and quarterly Audit Committee packs. Prioritise issues in the office of the General/Senior Manager. Look after leave and attendance registers. Support with the administration of the General/Senior Manager's budget and expenditure. Ensure travelling and accommodation arrangements are well coordinated. Prepare claims and arrange payments. Keep the diary of the General/Senior Manager. Provide a reliable filing system and attend to any other matters of administration as and when required.

**PRINCIPAL LIBRARIAN: LIBRARIES AND INFORMATION SERVICES (Re- advertisement)**

**Salary Range: An all-inclusive remuneration R226 611 – R266 943 (Level 07)**  
**Alfred Nzo Ref: DSRAC 14/10/2017**

**Minimum Requirements:** A Bachel. Degree/ B tech in Library Information Studies/ Nation Diploma in Library & Information Studies. Minimum of 3 years' experience in a Public Library at a supervisory level. Good verbal and written skills. Ability to administer Library operations and management of staff. Willingness to travel. Knowledge of government prescripts. A valid driving license.

**KPA's:** Facilitation of Library operations within the district. Monitor Library Operations within the Municipality. Facilities and coordinate Library awareness programmes and promoting reading culture. Responsible for collection of user needs



in Library. Coordinate maintenance of library assets in the districts, assist in maintenance of staff attendance registers and leave registers of Library staff in the district. Compile reports and statistics and submit to the supervisor. Supervise processing and distribution of Library material to Public libraries.

### **CHIEF ADMIN CLERK (PRE-AUDIT)**

**Salary Range: An all-inclusive remuneration R226 611-R266 943 (Level 07)**

**Head Office Ref: DSRAC 15/10/2017**

**Minimum Requirements:** BA Degree/ Diploma in Financial Management/ Accounting /Auditing with two years' experience in the financial management environment. Or Matric certificate coupled with 3 years working experience within the financial management environment. Knowledge of GRAP, Treasury Regulations. In-depth knowledge of PFMA and treasury Regulations. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of LOGIS, BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy.

**KPA's:** Apply internal control when the activity/ programme/ project/ events is still in progress to ensure all procedures are compliant to all Treasury Regulations and PFMA. Receiving and checking of payment requests. Receiving and checking of procurement commitments. Issuing of certificates and after commitment has passed. Receiving and checking of salary related payments. Filling of data advices and safeguarding of documents. Assist in preventing, detecting and reporting irregular, fruitless and wasteful expenditure. Checking the authenticity of documents of documents before being received by the registry office. Assist in the co-ordination of Audit Improvement Plan. Perform any other duties as requested by the supervisor/ manager.

### **ADMIN OFFICER - MPP**

**Salary Range: An all-inclusive remuneration R226 611– R266 943 (Level 07)**

**Head Office Ref: DSRAC 16/10/2017**

**Minimum Requirements:** BA Degree/ Diploma in Public Administration/ Management/ Social Science, with 2 years working experience in the related field or Senior Certificate with 3 years' experience as an Admin Officer. Client Orientation and customer care focus with an understanding and application of Batho Pele principles. A good understanding of PFMA, procurement processes and policies related hereto. Computer literacy and a Valid Driving Licence is an advantage.

**KPA's:** Provide Administration support within the directorate of recreation development and mass participation. Compile reports for the directorate. Ensure that procurement for the directorate is done. Compile minutes for the directorate meetings and responsible for coordination and verification of budget for the Conditional Grant. Manage the salary register and leave register for the directorate. Compile monthly and quarterly expenditure reports for the directorate of Recreation Development and Mass Participation.

### **ADMIN OFFICER**

**Salary Range: An all-inclusive remuneration R226 611-R266 943 (Level 07)**

**Head office Ref: DSRAC 17/10/2017**

**Minimum Requirements** : BA Degree/ Diploma in Public Administration/ Management/ Social Science, with 2 years working experience in the related field or Senior Certificate with 3 years' experience as an Admin Officer. Client Orientation and customer care focus with an understanding and application of Batho Pele principles. A good understanding of PFMA, procurement processes and policies related hereto. Computer literacy and a Valid Driving Licence is an advantage.

**KPA's:** Responsible for setting up the administration of the component. Establish own training needs. Compile and/or checking and verification of documents and communication to external customers. Establish and/ or make inputs on reporting systems. Provide support and advice to Assistant Manager on matters pertaining to Administration Support Service. Initiate and compile submissions for the Directorate of Arts & Culture, Music, Visual Arts and Crafts, Theatre and Performing Arts and Culture, including Arts Centres. Assist in all financial related matters (E.C4.1&E.C5.1), commitments and expenditure reports. Render strategic support service to the section. Monitoring all directorate registers (attendance, leave, assets). Payroll Monitor. Request equipment, stationery for the directorate through LOGIS. Handle incoming and outgoing correspondence. Assist directorate in co-ordination and implementation of projects.



## **PRINCIPAL HUMAN RESOURCE OFFICER**

*Salary Range: An all-inclusive remuneration R226 611– R266 943 (Level 07)*

*Head Office Ref: DSRAC 18/10/2017*

**Minimum Requirements** : BA Degree/ Diploma in Human Resource Management or equivalent qualification with 2 years' experience or Matric with 3 years' experience in the field of Human resource Management environment. Conflict management skills. Advance knowledge of PERSAL. Good written and verbal communication skills. A valid driving licence is an added advantage.

**KPA's**: Implementation of Service Benefits (Housing Allowance, Long Service Recognition Awards, IOD, Service Termination benefits – i.e. Pension benefits, Leave Gratuity Payments, Medical Aid benefits, etc.). Monitoring of Leave of Absence and Capped Leave Auditing. Handling of Human Resource Administration related enquiries. Supervise HR staff.

## **STATE ACCOUNTANT: PRE AUDIT**

*Salary Range: An all-inclusive remuneration R226 611– R266 943 (Level 07)*

*Joe Gqabi District Ref: DSRAC 19/10/2017*

**Minimum Requirements**: BA Degree/ Diploma in Financial Administration or equivalent with 2 year's relevant experience or Matric certificate coupled with a minimum of 3 years working experience in the finance environment. Understanding of the PFMA Treasury Regulations and expenditure process and other relevant governmental prescripts. Computer literacy. Knowledge of BAS, PERSAL, and LOGIS. Good communication skills. Accuracy and attention to detail. Ability to work under pressure. A valid Driving Licence is an added advantage.

**KPA's**: Applying internal control when the activity programme/ project/ events is still in progress to ensure all procedures are compliant to all Treasury Regulations and PFMA. Examine documents to ensure all information is correct before department undergoes expenditure as well as the continuous process of monitoring finance throughout the year. Ensure adherence of internal controls and authorizing orders. Ensure the payment request and advises comply with internal controls and prescripts. Day to day monthly reporting on irregular, unauthorised wasteful and fruitfulness expenditures to the supervisor.

## **CHIEF AUXILIARY SERVICE OFFICER X2 : (HERITAGE)**

*Salary Range: An all-inclusive remuneration R226 611-R266 943 (Level 07)*

*Graff Reinett Museum Ref: DSRAC 20/10/2017 & Barkley East Museum DSRAC 21/10/2017*

**Minimum Requirements**: BA Degree/ Diploma in History/ Tourism or equivalent 2 years' experience in Museum environment or Matric certificate with 3 years' experience in Museum environment. Good Public Relations skills. Good verbal and written communication skills. Good telephonic etiquette. Willingness to work on weekends and Public holidays. A valid Driving Licence.

**KPA's**: Reception of visitors. Opening and closing of museum to the public. Compile a monthly register of visitors. Reconciliation of daily income. Host visitors and school groups. Supervise cleaning staff. Take care of collections. Manage historical house museum. Present exhibitions and assist with guided tours. Respond to call outs by the security company.

## **REGISTRY CLERK**

*Salary Range: An all-inclusive remuneration R152 862-R180 063 (Level 05)*

*Alfred Nzo District Ref: DSRAC 22/10/2017*

**Minimum Requirements**: Diploma/ Certificates in records management or Matric with 1 year experience with in the field of records management/ registry. Good verbal and communications kills. Ability to work under pressure. Computer literacy. Sound knowledge of registry/records management practises. Customer care skills, telephone etiquette.



**KPA's:** Filling all documents according to the approved departmental filling index. Provision of control file movement. Protection of registry against unauthorised access. Reporting of filling system short comings. Franking of envelops for posting. Faxing documents. Sorting of circulars for distribution within the district. Preparation of documents and files to courier. Liaise with courier services for the picking up of files/documents. Tracing of lost documents/files. Ability to hold on to confidential information. Monitor assets and stationery of the office.

### **HUMAN RESOURCE OFFICER**

**Salary Range: An all-inclusive remuneration R152 862-R180 063 (Level 05)**

**Sarah Baartman District Ref: DSRAC 23/10/2017**

**Minimum Requirements:** A three year degree or National Diploma in Human Resource Management /Public Management. Matric with 1 year relevant experience in Human Resource Administration. Knowledge of Human Resources and understanding of records management. A fair understanding of public service Regulations, Public Service Act and other legislations governing Human Resource Administration. Computer literacy. Understanding of PERSAL will be an added advantage.

**KPA's:** Implement service benefits and personnel provisioning administration. Implement transactions on PERSAL .Provide good Human Resource administration. Follow up on PERSAL messages and reports. Ensure that the personnel files meet the required standards. Monitor leave books and attendance registers. Reconcile leave in the district. Provide information and reports to the supervisor, Maintain good Human Resource filling system.

### **ADMIN CLERK X2**

**Salary Range: An all-inclusive remuneration R152 862-R180 063 (Level 05)**

**Albany Museum Ref: DSRAC 24/10/2017 & Graff-Reinet Museum Ref: DSRAC 25/10/2017**

**Minimum Requirements:** National Diploma in Office Administration or equivalent qualification or Matric coupled with 1 year experience in Administration support. Computer skills, communication skills (verbal and written), listening skills. Good telephone etiquette and interpersonal skills. Able to work independently and under pressure. Knowledge and understanding of relevant legislation/policies in the Public Service.

**KPA's:** Assist in rendering administrative support to the office of the museum head, assist in collating and compilation of museum reports, and ensure the effective flow of information and documents. Assist with the procurement of the museum. Ensure safe keeping of all documentation in the office of the museum Head. Provide a reliable filling system and attend to any other matters of administration as and when required.

### **AUXILIARY SERVICE OFFICER X2**

**Salary Range: An all-inclusive remuneration R127 851-R150 606 (Level 04)**

**Graff Reinet Museum Ref: DSRAC 26/10/2017 & Amathole Museum Ref: DSRAC 27/10/2017 &**

**Minimum Requirements:** Grade 12 and good communication skills. Physical fitness essential, security or tour guiding experience.

**KPA's:** Take admission tickets, Receive and direct visitors. Monitor security and visitor facilities. Conduct tours and crowd control. Reception duties. Week end work.

### **GENERAL ASSISTANT**

**Salary Range: An all-inclusive remuneration R90 234-R106 290 (Level 02)**

**Graff Reinet Museum Ref: DSRAC 28/10/2017**

**Minimum Requirements:** Grade 10 and good communication skills. Physical fitness essentials.

**KPA's:** General cleaning of the workshop, tools, machinery, freezer, dissection areas and stores. Assist other departments with general work. Weekend work when required.

**NB: Forward applications to the relevant centre**

**Head Office & Museums: Enquiries – Mr M Cezula Tel: 043 604 4158**



**Post to:** The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605

**Hand deliver** to No. 5 Eales Street, Wilton Zimasile Mkwai Building, King William's Town, 5605

**Amathole District: Enquiries Mr. Trevor Jantjies Tel: 043 704 7806**

**Post to:** The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR

**Hand deliver:** No 16 Commissioner Street, Old Elco Building, East London, 5201

**Sarah Baartman District: Attention Mr V Ketelo: 046 6034244**

**Post to:** The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR

**Hand deliver to:** Registry, 1<sup>st</sup> floor, Corner African and Milner Street, Grahamstown.

**Alfred Nzo District: Attention Mr Gugwana: 039 254 0960**

**Post to:** The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR

**Hand deliver to:** No 67 Church Street Mt Ayliff

**Joe Gqabi District: Attention Mr Y Dlamkile: 051 633 2090**

**Post to:** The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR

**Hand deliver to:** No. 27 Queens Terrance, Aliwal North

**Note:** Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident 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 shortlisted candidates only. If you have not been contacted within 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, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). persons with disability are encouraged to apply.

**CLOSING DATE: 2017**

Applications received after closing date will not be considered.

No Faxed applications will be accepted.





## **DEPARTMENT OF EDUCATION**

### **DIRECTOR: SCHOOL HEALTH AND SOCIAL PLANNING**

*Ref No: DOE 01/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R948 174- R1 116 918 per annum (Level 13)*

**Requirements:** A recognized B degree in Education/Social Science or Health. A minimum 5 years middle management relevant experience in the field of HIV and AIDS and health related policies. Proven knowledge and experience of the PFMA, Conditional Grants and Financial Management and development of Business Plans. Valid driver's license. Computer literacy (MS Word, PowerPoint) is essential. Project management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government partnership.

**KPA's:** Develop appropriate policies to respond to HIV and AIDS, TB and STI's across all levels of the Education system. Communicate the Departments response to public and local education campaigns. To improve the quality of life of learners and educators in the education system. Promotion, health and life skills programmes to all learners and educators. Develop appropriate intervention strategies to assist learners experiencing barriers to learning. Facilitating social cohesion programmes to in ensuring, learners access, retention performance.

### **DIRECTOR: SCHOOL NUTRITION AND POVERTY ALLEVIATION PROGRAMMES, FOOD SECURITY AND HEALTH PROMOTION**

*Ref No: DOE 02/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R948 174- R1 116 918 per annum (Level 13)*

**Requirements:** A minimum degree in Education/Social work or Health. A minimum of 5 years middle management experience in the relevant field. Proven knowledge and experience of the PFMA, Conditional Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential.

**KPA's:** Implement and manage the provision of nutrition programme, food security and Health Promotion programmes in the Department in accordance with relevant policies. Develop school nutrition related policies and procedures and ensure the implementation thereof. Ensure economical, efficient and effective management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Develop monitoring and evaluation systems to ensure timeous delivery of qualitative and quantitative supplies to benefiting school. Manage Resources (Human, Financial and Physical Resources. Ensure the liability and sustainability of food production and job creation of all programmes at school level. Liaise and promote social cohesion to ensure the effective implementation of the programme. Ensure the nutritional value of food provided through the programme and timely delivery thereof. Ensure access and availability of resources to the neediest schools within the province.



**DIRECTOR: ACCESS PROMOTION (SCHOLAR TRANSPORT, HOSTEL GOVERNANCE,  
ADMINISTRATION AND EPWP)**

*Ref No: DOE 03/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R948 174- R1 116 918 per annum (Level 13)*

**Requirements:** Bcom/ BSc in Computer Science/ BTech in Information Technology. A minimum of 5 years in middle management, experience in data management, verification of data and accessing data. Experience in field of Social Cohesion and management of effective partnership and implementation of relevant policies. Financial Management skills. Experience in compiling of reports and management of institutions and provisions thereof. Valid driver's licence and Advanced Computer Skills (Ms Word, PowerPoint, Ms Excel). Management of Data Qualification. Extensive experience in data qualification and designing of system that will assist with data management.

**KPA's:** To ensure the provision of transport services for all types of learners (including learner with disabilities). To provide access to public ordinary schools through scholar transport. Develop, monitor and facilitate the implementation of School Hostel Policy Framework and Norms and Standards. Develop appropriate policies and strategies to ensure regular and safe learner transport. To promote job opportunity programmes (EPWP) to enhance programme implementation.

**DIRECTOR: TELECOLLABORATIVE LEARNING AND TECHNOLOGY EDUCATION**

*Ref No: DOE 04/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R948 174- R1 116 918 per annum (Level 13)*

**Requirements:** A relevant degree in Public Administration or equivalent qualification plus 5 years' experience at middle management level. An appropriate experience of 3-6 in Public Service Administration. A clear understanding of Public Service Legislation, management of Diversity, Basic Conditions of Employment Act, Educators Employment Act and Regulations. A valid drivers license.

**KPA's:** To develop innovative systems to support e-learning and Maths, Science and Technology. To manage and co-ordinate the use of multi-media information communication services, including resource centres. To develop and integrate the e-Learning policies into the curriculum through innovative systems. Ensure the appropriate development and selection of learning of learning and teaching support materials to schools. Develop, maintain and co-ordinate the implementation of the provincial e-Learning framework. Oversee the development and functioning of school libraries and the processing of library materials. Establish and administer the ECDOE: Head Office Library and Information Service. Data warehousing of curriculum information and making it available to relevant stakeholders. Commission research in Curriculum related areas. Co-ordinate all education strategies and developmental programs for Mathematics, Science and Technology Education(MSTE). Co-ordinate relevant Partnership Projects.

**ASSISTANT DIRECTOR: DATA ANALYST**

*Ref No: DOE 05/10/2017 Head Office-East London Leadership Institute*

*An all-inclusive remuneration package of R334 545- R404 121 per annum (Level 09)*

**Requirements:** An appropriate Degree in Information Technology/Level 7 qualification. A sound communication, managerial and report writing skills. A valid driver licenses. Proven track record and experience of at least 5 years and/or qualification in: Database development and administration in SQL Server. Server administration in MS Windows Server, 2018 and higher. Development such as PHP, C#, ASP.NET, MYSQL, HTML & CSS. Proven data mining skills. Data integration, warehousing and analysis. Database security. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Project management & planning. Knowledge and experience of the following is strongly recommended: Knowledge and practical experience in school administration systems, specifically SASAMS.



**KPA's:** The successful candidate will be responsible for managing the abovementioned tasks in the Education Management Information System(EMIS) Sub directorate ie. The planning, implementation and maintaining of a provincial SASAMS data warehouse, loading, troubleshooting and interpretation of data, cleansing of data as well as generating and interpreting statistical reports and forecasts on all EMIS data. Another function of the candidate will be to develop, test and maintain web based tools for the submission of data from schools. The candidate will be responsible for the maintenance of the EMIS database, integrating databases from various sectors, warehousing of data, creation of normalized databases as well as the maintenance of the databases. The candidate will furthermore be responsible for the creation and storage of daily backup sets. Establishment and implementation of data security protocols.

### **ASSISTANT DIRECTOR: HRIS POLICY & RESEARCH**

**Ref No: DOE 06/10/2017 Head Office-East London Leadership Institute**

**An all-inclusive remuneration package of R334 545- R404 121 per annum (Level 09)**

**Requirements:** An appropriate degree in Human Resource Management/Public Management/Public Administration minimum with 5 years' experience of which three years must have been at supervisory level. Computer literacy. A valid driver's license.

**KPA's:** Develop and facilitate the implementation of relevant HR Information System in Dept. Facilitate the application of HR Information Systems. Manage and monitor the utilization of relevant HR Information Systems components. To analyze HR related data. Facilitate establishment and effective utilization of HR management Database at Head Office and Districts. The rendering of advisory services to department on HR Information matters, including the supply and demand of HR in line with the strategic plan of the department. Provide support to management with regards to HR related matters.

### **ASSISTANT DIRECTOR: SALARY CONTROL UNIT**

**Ref No: DOE 07/10/2017 Head Office-Zwelitsha**

**An all-inclusive remuneration package of R334 545- R404 121 per annum (Level 09)**

**Requirements:** An appropriate degree in Financial Management/Internal Auditing or Accounting plus five years' experience in the relevant field of which three years must have been at supervisory level in the area of salary payment. A valid Driver's license. Proficiency in the application of transversal systems: PERSAL and BAS, proficiency in the application of MS Office package (Word, Excel and PowerPoint).

**Competencies:** Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educators Act. Effective verbal and written communication skills including presentation skills, expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Project management, Planning and Organizational Skills.

**KPA's:** Manage and monitor the timely processing of salary benefits, allowances and leave gratuities in Districts and Head Office. Reconcile all payments done and prepare monthly compliance reports and monitor filing of payment documents. Implement policies, procedures and instructions enhancing departmental preventative and detective controls in the resources and service benefits payment domain. Attend to internal and external Audit queries. Ensure effective and efficient implementation of internal controls to mitigate risks. Effectively, Economically and Efficiently manage the monetary, physical and Human Resources allocated to the operational unit, inclusive of the development of staff members and the maintenance of discipline in the workplace.

### **ASSISTANT DIRECTOR: DEDUCTIONS AND REBATES**

**Ref No: DOE 08/10/2017 Head Office-Zwelitsha**

**An all-inclusive remuneration package of R334 545- R404 121 per annum (Level 09)**

**Requirements:** An appropriate degree in Financial Management/Internal Auditing or Accountant plus a minimum of five years' experience in the relevant field of which three years must have been at supervisory level in area of salary

payment services. A valid Driver's license. Proficiency in the application of transversal systems: PERSAL and BAS, proficiency in the application of MS Office package (Word, Excel and PowerPoint).

**Competencies:** Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educators Act. Effective verbal and written communication skills including presentation skills, expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Project management, Planning and Organizational Skills.

**Responsibilities:** Manage and monitor the timely processing of monthly, bi-annual and year-end tax reconciliations. Reconcile the tax related suspense accounts and ensure that pay-overs are done. Implement policies, procedures, and instructions enhancing the departmental preventative and detective controls in the resources and service benefit payment domain. Attend to internal and external audit queries. Ensure effective and efficient implementation of internal controls to mitigate risks. Effectively, Economically and Efficiently manage the monetary, physical and Human Resource Allocated to the operational unit, Inclusive of the development of staff members and maintenance of discipline in the workplace. Ensure the clearance of monthly exceptions before month end closure and the performance of the BAS/PERSAL expenditure reconciliation. Monitor the performance of salary reversals and the submissions of interdepartmental claims.

### **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT -HRD UNIT**

*Ref No: DOE 09/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R334 545- R404 121 per annum (Level 09)*

**Requirements:** An appropriate degree in Human Resource Management/Public Management/Public Administration with 5 years' experience of which three years must have been at supervisory level. Computer literacy. A valid drivers license.

**KPA's:** The co-ordination of skills development procedures in the department. The monitor and the implementation of Skills Development administration in the directorates and districts. Review and advise on the implementation of Skills Development in all Department policies, projects and programmes. Assist line management in ensuring compliance with the Skills Development Act and Regulations. The development and preparing of annual training and reports on Skills Development.

### **SENIOR ADMIN OFFICER-SKILLS DEVELOPMENT**

*Ref No: DOE 10/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R281 418-R331 497per annum (Level 08)*

**Requirements:** An appropriate degree(NQF level 7) with three years experience of which one year must be at supervisory level or diploma (NQF level 6) with five years experience of which three years must be at supervisory level or Matric with ten years experience in Human Resource Development field. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Must have a valid driver's license. Excellent writing skills and grounded knowledge of PERSAL.

**KPA's:** Rendering of administrative support services. Procurement administration for the activities of the sub-section. Document and knowledge management. Coordinate media and parliamentary queries. Provision of support to sub-section regarding meetings, workshops, strategic planning session for the sub-section or exhibitions at conferences and seminars. Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated.

### **CHIEF PERSONNEL OFFICER-PERSAL RECONCILIATION & LEAVE MANAGEMENT**

*Ref No: DOE 11/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R281 418-R331 497per annum (Level 08)*

**Requirements:** An appropriate Degree(NQF level 7) in Human Resource Management with three years experience of which one year must be at supervisory level or Diploma(NQF level 6) in Human Resource Management with five years experience of which three years must be at supervisory level and Matric with ten years experience in the Human Resource Management field. Computer literacy. A valid driver's license will be an added advantage.



**KPA's:** Knowledge of persal. Planning and organizing skills and communication skills. Ensure that the suspense file on the Persal system is cleared within specific time. Ensure the implementation and maintenance of effective monitoring tools and control measures. Ensure prioritized training of staff. Management of leave. Ensure that leave gratuities are paid on time. Supervise subordinates and qualify assure their work. Management of PILIR monthly reports and liaise with Health Risk Management.

**SENIOR ADMIN OFFICER- SCM**

**Ref No: DOE 12/10/2017 Head Office-Zwelitsha**

**An all-inclusive remuneration package of R281 418-R331 497per annum (Level 08)**

**Requirements:** An appropriate Degree(NQF level 7) with three years experience of one year must be at supervisory level or Diploma(NQF level 6) with five years experience of which three years must be at supervisory level and Matric with ten years experience in the Supply Chain Management field. Knowledge of Logis, BAS and Computer literacy (Excel, PowerPoint). A valid drivers license will be an added advantage.

**KPA's:** Requesting BAS reports for Asset Additions(monthly). Maintenance of Asset Register. Knowledgeable of SCOA codes. Follow-up on cases reported on losses with police on undictated cases and submit reports to the Head of Department requesting write-offs on those assets.

**SENIOR ADMIN OFFICER- SCM**

**Ref No: DOE 13/10/2017 Head Office-Zwelitsha**

**An all-inclusive remuneration package of R281 418-R331 497per annum (Level 08)**

**Requirements:** An appropriate Degree (NQF level 7) with three years' experience of one year must be at supervisory level or Diploma(NQF level 6) with five years' experience of which three years must be at supervisory level and Matric with ten years' experience in the Supply Chain Management field. Knowledge of Logis, BAS and Computer literacy (Excel, PowerPoint). A valid driver license will be an added advantage.

**KPA's:** Maintenance of loss register. Conduct stock-taking, verifications and spot checks. Marking of newly purchased assets with bar-codes. Maintenance of asset register. Knowledgeable of SCOA codes.

**SENIOR ADMIN OFFICER- SCM**

**Ref No: DOE 14/10/2017 Head Office-Zwelitsha**

**An all-inclusive remuneration package of R281 418-R331 497per annum (Level 08)**

**Requirements:** An appropriate Degree(NQF level 7) with three years' experience of one year must be at supervisory level or Diploma(NQF level 6) with five years' experience of which three years must be at supervisory level and Matric with ten years' experience in the Supply Chain Management field. Knowledge of Logis, BAS and Computer literacy (Excel, PowerPoint). A valid driver's license will be an added advantage.

**KPA's:** Donations. Stock -taking of departmental Assets. Verification of departmental Assets. Maintenance of Asset Register. Knowledgeable of SCOA codes.

**CHIEF PERSONNEL OFFICER- CUSTOMER CARE UNIT X10 POSTS**

**Ref No: DOE 15/10/2017 Head Office-Zwelitsha**

**An all-inclusive remuneration package of R281 418-R331 497per annum (Level 08)**

**Requirements:** An appropriate degree(NQF level 7) in Human Resource Management/Public Administration/ Public Management with three years' experience of one year must be at supervisory level or diploma(NQF level 6) in Human Resource Management/Public Administration/ Public Management with five years' experience of which three years must be at supervisory level. Matric with 10 years' experience in the HR field. Must be able to express yourself fluently. Good planning, organizing, coordinating and administrative skills. Ability to engage with both internal and external stakeholders. Continuous improvement, problem solving and decision making, client orientation and customer focus, communication and information management. Background in the call Centre environment will be an added advantage.



Reasonable experience in computer applications in the office management including MS Word, MS Excel, PowerPoint and Outlook. Knowledge and application of Batho Pele Principles. Must be able to work independently and work with a team. Have well developed interpersonal communication (both verbal and written) skills.

**KPA's:** Handle HR related enquiries. Provide expert advice relating to HR related responses. Implement HR prescripts and policies in the Customer Care Unit. Implement relevant personnel administration, personnel practices and procedures. Resolve queries immediately. Answering calls relating to confirmation of employment, Garnishee enquiries, Legal enquiries, etc. Maintain and administer Persal information including leave applications, Prepare Human Resources reports based on the queries received and captured in the system. Deal with HR related queries that comes through the Presidential Hotline, for the entire Education Province (in the 12 Circuit Management Centres)

## **SECRETARY-FINANCIAL MANAGEMENT SERVICES**

*Ref No: DOE 16/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R226 611-R262 992 per annum (Level 07)*

**Requirements:** An appropriate diploma(NQF level 6) with three years' experience of which two year must be at supervisory level in Public Relations Management or equivalent qualification in Office Management and Matric with six years' experience. A valid driver license. Proficiency in the MS Office Package (Word, PowerPoint and Excel).

**Competencies:** Client orientation. Problem Solving and analysis skills. Communication, Report writing, Microsoft packages.

**KPA's:** Provide secretary support services to the Chief Director. Ensure the safekeeping of all documentation in the office of the Chief Director – Finance in line with the relevant legislation and policies. Coordinating office support services and provide support in performance of the Chief Director's duties. Ensure the effective flow of information(correspondence) and documents to and from the office. Draft documents as required, receive telephone calls. Ensure travel arrangements are well coordinated. Record minutes/decisions and communicates relevant role players, follow up in progress made. Manage office budget and monitor expenditure and commitments on a monthly basis. Ensure that all payments are made within 30 days.

## **PRINCIPAL PERSONNEL OFFICER: PERSAL RECON & LEAVE MANAGEMENT**

*Ref No: DOE 17/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R226 611-R262 992 per annum (Level 07)*

**Requirements:** An appropriate diploma (NQF level 6) in Human Resource Management with three years' experience of which two years must be at supervisory level. Matric with six years' experience of which two years must be at supervisory level in HR field. Computer literacy. A valid driver's license will be an added advantage.

**KPA's:** Dealing with payment of leave gratuity. Payment of long service awards. Auditing of attendance registers. Auditing of files for the payment of leave gratuity. Submission of pillar cases, liaise with districts offices and the offices of the Health Risk manager.

## **ACCOUNTING CLERK: BANK RECONCILIATION SERVICES; X3 POSTS**

*Ref No: DOE 18/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R152 862-R180 063 per annum (Level 05)*

**Requirements:** A grade 12 certificate with Mathematics and Accounting as passed subjects. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service Financial Legislations procedures and Treasury Regulations (PFMA, Treasury Regulations, DORA, PSA, Financial Manual). Planning and organization skills. Computer literacy skills. Flexibility. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.

**KPA's: Clearance of bank related suspense accounts:** Reconciliation of a PMG account on a daily basis. Ensure that there is an optimum cash available in the PMG account. Ensure that all revenue collected and accounted for on BAS is surrendered to Provincial Treasury monthly within 15 days after the month-end. Prepare monthly reconciliation Cash Requisition and Revenue surrendered ensuring that it agrees with Provincial Treasury. **Identify cases that are older than three months:** Identify slow/non-moving transactions. Provide age analysis. Hand-over/forward to



supervisor for investigation. **Monthly reports:** Monthly of reconciliation of accounts. Document management last working day of the month. Financial statements inputs after the specific quarter except for March where supervisors will communicate the date. Report on any other problem that may hamper progress in the clearance of suspense accounts. **Attend to all queries and enquiries adequately (including AG).** Keep a register of all queries. Responding adequately to all queries and enquiries timeously. Assist to collect all necessary information towards the response of all RFI's. **Adequate assisting the supervisor at all times.** Perform any delegated task by superior and report back. Take responsibility in the absence of the superior within the power of your financial delegation.

### **ACCOUNTING CLERK: DEDUCTIONS & REBATES**

*Ref No: DOE 18/10/2017 Head Office-Zwelitsha*

*An all-inclusive remuneration package of R152 862-R180 063 per annum (Level 05)*

**Requirements:** A matric certificate with Mathematics and Accounting as passed subjects. No experience required. A valid driver license. Computer literacy (Word, Excel and PowerPoint)

**Competencies:** Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure.

**KPA's:** Be responsible for a variety of administrative duties related to pay slip distribution. Ensure effective and efficient sorting, distribution and reconciliation of the payroll returns. Capturing in PERSAL and BAS.

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#### **CLOSING DATE: 17 NOVEMBER 2017**

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.ecdoe.gov.za](http://www.ecdoe.gov.za)

Applications can be forwarded through one of the following options:

### **DEPARTMENT OF EDUCATION**

Hand Delivery: Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

Post to: Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.. Enquiries: Mrs NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548) Mr. M. Mbangi at (040) 609 6248 / 6290

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#### **NOTE :**

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates

will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**

## **DEPARTMENT OF HEALTH**

### **CALL CENTRE AGENTS (4 Posts)**

**SALARY: R152 862 – R180 063 per annum (Level 5)**

**REF NO: SCC/01/10/2017, Head Office, Shared Contact Centre**

**Minimum Requirements:** Post Matric qualification/ Public relations/ contact centre certificate with 1-2 years as a contact centre agent. Proof of competency in handling different customers online. Must be able to be competent and understand CRM and CCC (Contact Centre Client). Must be computer literate with proof of competency. Must be fluent in languages spoken in Eastern Cape.

**KPA'S:** Support and provide superior services via phones, e-mails, faxes, face to face and written as a receiver and caller. Use questioning and listening skills that support effective telephone communication and use effective approach to handle special telephone task like call transfers, taking messages, call backs, holds, interruptions, and unintentional disconnects. Understand the impact of attitude in handling calls professionally. Effectively deal with job stress, angry callers, and upset customers. Use the most appropriate to communicate with appropriate behaviour types on the telephone. Apply the elements of building positive rapport with different types of customers over the phone. Apply the proper telephone etiquette to satisfy various customer situations. Apply appropriate actions to effectively control a telephone call. Identify voice skills and how to enhance a good telephone presentation. Meets commitments to customers and be able to work shifts in 24 hour contact centre.

### **SUPPLY CHAIN CLERK (2 Posts)**

**SALARY: R152 862 – R180 063 per annum (Level 5)**

**REF NO: ECHEALTH/SCMC/LIVH/02/10/2017, Nelson Mandela Metro, Livingstone Tertiary Hospital**

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

**Minimum Requirements:** Grade 12 or equivalent qualification with 1 -3 years' experience /National Diploma in SCM or related qualification with minimum of 1-2 years appropriate experience. Knowledge and understanding of PFMA, Treasury Regulations and LOGIS system. Must be computer literate and have good communication and interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

**KPA'S:** Issuing of store stock for wards and departments. Receiving of goods for the stores. Liaise with internal and external clients. Weekly and monthly stock takes. Maintain minimum and maximum stock levels. Ensuring correctness of documentation received from end user. Follow ups on out of stock items. Provide general office administration for the SCMU-warehouse. Spot checks in the departments. Alert the Transit in and transit out clerk of any discrepancies. Maintenance of bin cards and all stock related reports.

### **FINANCIAL CLERK (3 Posts)**

**SALARY: R152 862 – R180 063 per annum (Level 5)**

**REF NO: LIVH/03/07/2017, Nelson Mandela Metro, Livingstone Tertiary Hospital**

**This is a re-advertisement. (Those who had applied before are welcome to apply again)**

**Minimum Requirements:** Grade 12 or equivalent qualification plus 0- 1 year experience/ national diploma in accounting/ financial or related qualification with minimum of 1-2 years appropriate experience. Computer literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal). Knowledge of Public Finance Management Act and Treasury regulations. Knowledge of Delta 9 billing system. Knowledge of uniform patient fees structure and ICD 10 coding.





**KPA'S:** Billing and submission of patient accounts. Follow-up of outstanding accounts general office duties. Cashier Duties. Reconciliation of payments and accounts. BAS capturing of receipts

**PORTER (3 POSTS)**

**SALARY: R90 234 - R106 290 per annum (Level 2)**

**REF NO: LIVH/04/10/2017, Nelson Mandela Metro, Livingstone Tertiary Hospital**

***This is a re-advertisement. (Those who had applied before are welcome to apply again)***

**Minimum Requirements:** Grade10/ABET level 4 with 0 – 1 years' experience. Grade 12 Certificate and 1 year experience in hospital environment will be advantageous. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

**KPA'S:** Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

**CLOSING DATE: 17 NOVEMBER 2017**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

**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.ehealth.gov.za](http://www.ehealth.gov.za)**

**DIRECTION TO APPLICANTS**

**APPLICATIONS:** Head Office: **Post to:** Private bag X0038, Bhisho, 5605 or hand deliver Department of Health Room 411, 4<sup>th</sup>. Dukumbana, Phalo Avenue, Bhisho, 5605. Enquiries: Ms S Lamani Tel no 040 0608 1275).

**Post to:** Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057 or Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001 Enquiries: Ms Du Preez Tel no: 041 405 2647).

**Post to:** Human Resource Office, Elliot Hospital, P.O Box 523, ELLIOT, 5460 or hand delivery to Elliot Hospital, 5460).

**Post to:** Graslaagte Humansdorp 6300. Enquires: Mr N Sompontsha- Tel no: 042 291 2064

**NOTE:** Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Applications directed to the addresses as indicated below or Hand Delivery as indicated below.



# **EASTERN CAPE PROVINCIAL TREASURY**

## **INTERNSHIP PROGRAMME OPPORTUNITIES**

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Applications for internship are invited from unemployed graduates with a national diploma at NQF Level 6 or a degree at NQF Level 7 in the following fields: **Financial Accounting; Economics; Cost and Management Accounting; Financial Information Systems; Information Technology; Internal Auditing; Human Resource Management; and Office Management and Technology.**

All Applications received will be placed for a minimum of Two (2) years in the Eastern Cape Provincial Treasury database of unemployed graduates from which Interns will be selected from time to time according to criteria set by the department as and when they are required. Applications from persons with disabilities are welcome and their appointment may be given preference where appropriate and relevant.

Internship application forms may be downloaded from the following departmental website: [www.ectreasury.gov.za](http://www.ectreasury.gov.za).

The completed form together with Curriculum Vitae, certified copies of ID document, academic results or academic record and academic certificates should be sent to Internships@ectreasury.gov.za. or hand delivered to **Mr Vuyo Nohaji**: Tyamzashe Building, Phalo Avenue, Office No: 4046, Bhisho or posted for the attention of **Kidwell Charles** or **Mr V Nohaji**, Human Resource Development Unit, Provincial Treasury, Private Bag X 0029, Bhisho, 5605. For further enquiries call 0401010055

There is no closing date for placement on the Internship database. However, please submit your application on or before **17 November 2017** if you want to be considered as an intern as from January 2018.

