

DEPARTMENT OF ROADS AND PUBLIC WORKS

CHIEF DIRECTOR: OPERATIONS

Salary Range: R1 068 564 – R1 248 781 (Level 14)

(Ref. DRPW 01/10/2016) Head Office (Bhisho)

Minimum Requirements: An appropriate tertiary qualification in Project Management (NQF Level 7 or higher) with a minimum of 10 years appropriate senior managerial experience in Public Sector or Project Management environment • Experience in the built environment will be added advantage • A Valid Driver's License

Knowledge and Skills: Functioning of government Programme management • Project management • Financial management • General management skills • Computer skills • Report writing skills • Communication (verbal and written) • Marketing • Interpersonal skills • Decision making skills • Lobbying skills • Diplomatic skills • Programme and project management skills • Service delivery innovation and analytical thinking skills • Policy development, implementation and analysis • Negotiation and motivation

Values: Ability to work under pressure • Ability to communicate at all levels; including the highest political levels • People orientated • Analytical thinking • Hard-working • Self Driven • Self-motivated • Honesty and Integrity • Professionalism • Commitment • Assertiveness

KPA's:

1. Manage and guide the implementation of the strategic plan: Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target • Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions • Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures • Monitor overall performance and monitor progress in implementing interventions

2. Departmental operations are efficient and effective: • Ensure the formulation, implementation and continuous review of best practices, policies and procedures • Develop and implement performance guideline and standards on operational management.

3. Manage records of the Department: • Develop and maintain the Department's Records Management Policies procedures and systems • Ensure Department's records management practices comply with the National Archives and Records Service Act 1996. • Develop and maintain the Department's file plan • Act as a Custodian of all Departmental records • Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS)

4. Manage the Project Management Office (PMO) • Ensure the establishment and operation of a PMO as a knowledge repository of Project Management practices with a province-wide mandate • Ensure the PMO is an effective custodian of the Department's Project Management Frameworks • Manage delivery on the Department's portfolio of projects through

CHIEF DIRECTOR: CORPORATE MANAGEMENT

Salary Range: R1 068 564 – R1 248 781 (Level 14)

(Ref. DRPW 02/10/2016) Head Office (Bhisho)

Minimum Requirements: • A Bachelor's degree / National Diploma in Public Administration/ Management or equivalent qualification plus 6 – 10 years' experience in Human Resource Management of which at least four (4) must be at Senior Management Level in the public sector. A valid Driver's License.

Knowledge: Ability to interact at both strategic and operational level • A broad understanding and ability to grasp the Public Service Regulatory Framework and knowledge of current National and International HR trends and innovations • Ability to develop HR Policy • Knowledge of operational framework of the Public Finance Management Act • Good interpersonal skills and negotiation skills • Good understanding and functional knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Public Service Act and Batho Pele issues • The ability to work in a culturally diverse environment and lead cultural intervention and change Management projects • An understanding of the restructuring imperatives within the Public Service environment • Good leadership and managerial skills

Skills: Strategic capability and leadership • Financial Management • People Management and empowerment • Programme and Project Management • Communication • Client orientation and customer focus • Risk Management

Duties: Provision of Human Resource Management strategic direction aligned to the departmental objectives • Provide leadership and strategic direction in respect of Human Resource related issues and promoting effective Human Resource practices • Give leadership and strategic direction and integrate the functions of the sub- units namely, Human Resource Management, Human Resource Development, Labour Relations Services, Organisational Design and Job Evaluation, Employee Wellness and HR Information • Ensure effective Management of the Performance Management and Development System • Monitor the attainability and sustainability of performance standards • Manage the Sub-programme budget of Corporate Services • Overall management and accountability of the chief directorate

CHIEF DIRECTOR: ROADS CONSTRUCTION

Salary Range: R1 068 564 – R1 248 781 (Level 14)

(Ref. DRPW 03/10/2016) Head Office (Bhisho)

Minimum Requirements: • A BSc/B Tech in Engineering with 6 – 10 years' related experience of which three should be in a Senior Management position. A B Tech in Construction Management with at least 5 years roads construction experience will be considered. Registration with a recognised professional body (such as ECSA) will be an added advantage. A valid Driver's Licence

Knowledge: Knowledge in roads maintenance; construction and design • Extensive knowledge and understanding of the legislative/regulatory framework and environment applicable to the provision of roads • Extensive knowledge in the operations management of roads • Extensive experience in safety management/OHS Act

Duties: Setting up and prioritization of construction projects using the Roads Asset Management System (RAMS) • Coordinating, presenting and motivating the Chief Directorate's business plan and budget • Developing and assessing new standards and methodologies relating to SHE and road safety as it applies to roads construction • In line with the business plan and yearly budget, develop objectives for the Roads Construction Chief Directorate, which satisfy departmental criteria and guidelines • Develop and maintain a health, safety and environmental risk reduction system for the Chief Directorate • Mainly planning and managing construction activities for the provincial roads network (and related furniture) • Aligning plans with provincial economic development strategy, addressing issues of economic transformation • Ensures that comprehensive asset registers are kept and that these are regularly updated • Liaise with other organs of state in relation to Service Level Agreements, related norms and standards, grant funding and any other matters concerning such organs of state • Provide leadership and guidance to the Chief Directorate's personnel • Provide requisite support to District Roads Engineers in the district offices

CHIEF DIRECTOR: ROADS PLANNING AND DESIGN

Salary Range: R1 068 564 – R1 248 781 (Level 14)

(Ref. DRPW 04/10/2016) Head Office (Bhisho)

Minimum Requirements: • A BSc /B Tech in Civil Engineering and be registered as a Professional with the Engineering Council of South Africa with 5-10 years roads related experience coupled with three years managerial experience • Ability to formulate policies and Strategies • Valid Driver's licence

Knowledge: Knowledge in roads planning and design • Extensive knowledge and understanding of the legislative/regulatory framework and environment applicable to the provision of roads • Extensive project planning and management skills • Extensive knowledge in the operations management of roads • Extensive experience in safety management/OHS Act.

Duties: Setting up and maintenance of effective and efficient Roads Asset Management System (RAMS) • Coordinating, presenting and motivating the Chief Directorate's business plan and budget • Developing and assessing new standards and methodologies relating to SHE and road safety • In line with the business plan and yearly budget, develop objectives for the Roads Branch, which satisfy departmental criteria and guidelines • Develop and maintain a health, safety and environmental risk reduction system for the roads branch • Mainly planning and designing provincial roads network (and related furniture) • Aligning plans with provincial economic development strategy, addressing issues of economic transformation • Ensures that comprehensive asset registers are kept and that these are regularly updated • Liaise with other organs of state in relation to Service Level Agreements, related norms and standards, grant funding and any other matters concerning such organs of state

CHIEF DIRECTOR: ROADS MAINTENANCE

Salary Range: R1 068 564 – R1 248 781 (Level 14)

(Ref. DRPW 05/10/2016) Head Office (Bhisho)

Minimum Requirements: A BSc / BTech in Civil Engineering with 6 – 10 years roads maintenance related experience of which three years should be in a Senior Management position • Ability to formulate policies and Strategies • Valid Driver's licence • Professional Registration with ECSA will be an added advantage.

Knowledge: Extensive knowledge in roads maintenance • Extensive knowledge and understanding of the legislative/regulatory framework and environment applicable to the provision of roads maintenance activities • Extensive project planning and management skills • Extensive knowledge in the operations management of roads maintenance • Extensive experience in safety management/OHS Act. Knowledge and understanding of the public service financial framework and prescripts • Extensive knowledge of labour intensive construction methods

Duties: Setting up and prioritization of maintenance projects using the Roads Asset Management System (RAMS) • Coordinating, presenting and motivating the Chief Directorate's business plan and budget • Developing and assessing new standards and methodologies relating to SHE and road safety as it applies to roads maintenance • In line with the business plan and yearly budget, develop objectives for the Roads Maintenance Chief Directorate, which satisfy departmental criteria and guidelines • Develop and maintain a health, safety and environmental risk reduction system for the Chief Directorate • Mainly planning and designing maintenance activities for the provincial roads network (and related furniture) • Aligning plans with provincial economic development strategy, addressing issues of economic transformation • Ensures that comprehensive asset registers are kept and that these are regularly updated • Liaise with other organs of state in relation to Service Level Agreements, related norms and standards, grant funding and any other matters concerning such organs of state • Provide leadership and guidance to the Chief Directorate's personnel • Provide requisite support to District Roads Engineers in the district offices

REGIONAL DIRECTOR: JOE QGABI REGIONAL OFFICE (STERKSPRUIT)

Salary Range: R 898 743.00 – R 1 058 6981 (Level 13)

(Ref. DRPW 06/10/2016) Head Office (Bhisho)

Minimum Requirements: A Bachelor's Degree / National Diploma in Public Administration/ Management or equivalent with 6 to 10 years' experience in Human Resource Management/Financial Management / Infrastructure environment of which at least four (4) must be at Middle Management Level in the public sector • A valid driver's license

Knowledge: Sound financial and people management skills • Proven strategic and leadership skills • Excellent communicator at all levels (written and verbal) • Knowledge of operational framework of the Public Finance Management Act • Ability to work in a culturally diverse environment and lead cultural intervention and change Management projects • An understanding of the restructuring imperatives within the Public Service environment • Computer literacy

Skills: Strategic capability and leadership • Financial Management • People management and empowerment • Programme and Project Management • Communication • Client orientation and customer focus • Good interpersonal skills and negotiation skills

Duties: Manage the following functions of the department in the Region: • Manage the roads and buildings of the Region • Maintenance of state owned buildings • Property development • Management of all properties utilized by provincial government departments • Develop policies and systems for the efficient management of state property • Expanded Public Works Programme • Manage the risks of the Region as identified in the Departmental Risk Management Plan • Providing strategic direction for the region while at the same time exercising operational control to achieve departmental targets • Financial management - Responsible for regional budget and reporting • HR Management- Responsible to exercise control over regional staff in the areas of manpower planning, labour relations and human resources development • Corporate services, including office management and the wellness programme • Ensuring full functionality of the Performance Management and Development System in the region

CHIEF ENGINEER: ROADS BRANCH - GRADE A

Salary Notch: R871 548.00 (OSD)

(Ref. DRPW 07/10/2016) Chris Hani Regional Offices (Queenstown),

(Ref. DRPW 08/10/2016) Sarah Baartman Regional Office (Port Elizabeth),

(Ref. DRPW 09/10/2016) Alfred Nzo Regional Office (Mount Ayliff)

Minimum Requirements: An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. • Six years post qualification experience as a registered Professional Engineer. • A valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

Duties: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. • Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. • Pioneering of new engineering services and

management methods. Maintain engineering services and management methods. •Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources.

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

Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. •Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. •Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles • Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management

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

CHIEF QUANTITY SURVEYOR: BUILDING (GRADE A)

Salary Notch: R 750 984 per annum (OSD)

Ref No: DRPW 10/10/2016 Joe Gqabi Regional Office (Sterkspruit)

Ref No: DRPW 11/10/2016 Alfred Nzo Regional Office (Mount Ayliff)

Minimum Requirements: • Degree in Quantity Surveying or equivalent •Six year's quantity Survey post qualification experience required • A valid Driver's license. •Compulsory Registration with the South African Council for Quantity Surveyor Profession (SACQSP) as a professional Quantity Surveyor • A valid Driver's license.

Duties:

Quality Survey analysis effectiveness: Perform final review and approval or audits on quality survey procedure, co-ordinate quality survey efforts and integration across discipline to ensure seamless integration with current technology

Maintain quality survey operational effectiveness: Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources • Set quality survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability • Set quality survey effectiveness according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives.

Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment / services • Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and Manage the compilation added value of the discipline –related programmes and projects.

Governance: Allocate, monitor and control resources • Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements • Provide technical specialist services for the operation of quality survey related matters to minimize possible risks • Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment.

People Management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity y survey according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve department objectives

DEPUTY DIRECTOR: PROPERTY MANAGEMENT

Centre: Chris Hani Regional Office (Queenstown)

An all-inclusive remuneration package of R 726 276 per annum (Level 12)

Ref No: DRPW 12/10/2016

Minimum Requirements: • A Bachelor's Degree / National Diploma in Town Planning/ Public Administration/ Property Administration/ Built Environment. **5 years' experience** in State Land Administration or Property Management of which **4 years must be at an Assistant director level** • A valid driver's license is a prerequisite

Knowledge and Skills: Sound knowledge and workable understanding of State Land administration and management including legislation (e.g. Eastern Cape Land Disposal Act) and practices (e.g. land surveying, valuations, lease management) pertaining to the property industry • A good understanding of the Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country • Good financial management skills and proven budgeting ability • Good computer skills in MS Word, Excel and PowerPoint • An ability to execute analytical analyses in the property environment, supported with strong communication skills (written and verbal) is essential • The person must also be able to multitask and be results driven orientated, motivated, meet deadlines and accept responsibility • Knowledge of Asset Management • Knowledge of Properties as well as operations of the Office of the Survey- General, the Registrar of Deeds and Surveys and Mapping • The applicant must be willing to travel extensively • Knowledge and experience in the vetting of State Land • Knowledge and understanding of the PFMA, GIAMA, the Property Charter and the role and functions of the PSLDC as well as operational knowledge in the GIS (Esri- products) and property database environment will be advantageous

Duties; Ensure the effective administration and management of the property portfolio of the Eastern Cape Provincial Government in all aspects • Manage the acquisition, disposal and leasing of immovable property and rights (e.g. servitude & mineral) therein • Manage the control of property rights and the confirmation of vesting of properties that should be in the asset register of the Region in terms of legislation • Manage the verification of State and other public land by conducting appropriate land use investigations and audits thereon • Ensure the administration and performance of buildings within a region as to obtain maximum yields on investment, optimum levels of maintenance and utilization, and client satisfaction • Manage client relations by ensuring effective liaison with client departments on various levels • Assist client departments in drafting inputs for the compilation of their immovable asset management plans • Ensure economic efficiency in the Department's leasehold portfolio in line with market trends • Ensure that immovable property assets support government's socio-economic objectives such as the release of State Land for land reform and municipal development purposes • Manage the regional asset register, the tenancy management portfolio and the property holdings portfolio by designing and implementing strategies and best practices to minimize property expenditure and maximize property utilization and income • Ensure that all expenditure and revenue in respect of State-owned and leased properties are captured in the relevant property information/financial systems • Manage the timeous and correct payment of property rates, municipal service charges, lease payments, cleaning, gardening & security contracts and revenue collection from property sales, leases, user charges, etc • Manage the rendering of cost-effective and efficient cleaning, gardening and security services • Address all property and land related **Enquiries:** from the public • Liaise with client departments, other provincial Governments, national Government, municipalities, parastatals, and other organs of the State • Manage the appointment and supervision of service providers and consultants • Support the Management, update and maintenance of the Regional Strategic Accommodation Plan • Prepare budgeting programmes for accommodation according to the provincial Strategic Accommodation Plan • Determine optimal acquisition and disposal strategies • Undertake research and development to ensure highest and best use of properties • Identify superfluous properties that are not needed over the long term • Compile User Asset Management Plans and Custodian Asset Management Plan for the Region for submission to Head Office • Undertake human resource management

ASSISTANT DIRECTOR: PROPERTY MANAGEMENT (ASSET MANAGEMENT)

Salary Range: R 311 784 (Level 09)

Ref No: DRPW 13/10/2016 OR Tambo Regional Office (Mthatha)

Minimum Requirements: A Bachelor's Degree/ National Diploma in Public Administration/ Property Management/ Built Environment coupled with 3-5 years' experience working in the property environment, of which three years must be at supervisory level. Advanced computer skills. Good communication skills, verbal and written. A valid driver's license is a requirement.

Duties: Supervise staff according to the PMDS and identified areas of the business where in efficiencies may occur and recommend solutions. Continuous monitor and update of the provincial immovable asset register (Logical). Designing and implementing strategies and best practices to minimize property expenditure and maximize property utilization and income. Represent the provincial government of the Eastern Cape on Forums and Committees e.g. User Forum meetings, PSLDC etc. Assist the manager in compiling of monthly, quarterly and annual reports of the directorate. Assist to other duties and functions assigned by the supervisor. Identify and help with the process of disposing of non-core assets. Administer the Income and expense lease agreements and debtor's management. Assist with the survey of identified un-surveyed properties

DEPARTMENT OF SOCIAL DEVELOPMENT

SOCIAL WORK MANAGER GR 1

Salary Package: R664 332 (SW – A10).

(Ref. DSD/01/10/16) Joe Gqabi – District Office

Minimum Requirements: A BA in Social Work plus professional registration with the South African Council for Social Service Professions with a minimum of 10 years' appropriate experience after registration as a Social Worker with the SACSSP A code 8 unendorsed driver's license. Computer Literacy

Competencies: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. The ability and competence to assist and empower individuals, families, groups, organizations and communicate to enhance their social functions and their problem solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. Understanding and ability to provide complex social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. The ability to compile complex reports

KPA's: Provide a social work service of the highest, most advanced and specialized nature within (a) defined areas (s) of specialization with regard to the care, support protection and development of vulnerable individuals, groups, families, and communities through the relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage of a social work unit to ensure that an efficient and effective social work services is delivered through the efficient and effective utilization of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social research. Perform and/or ensure that all the administrative functions required in the unit are performed

DEPUTY DIRECTOR (SENIOR SPECIALIST) (ICT INFRASTRUCTURE)

Salary Package: R612 822 (Level 11)

(Ref.DSD/02/10/16) Head Office

Minimum Requirements::: Degree in Computer Science or National Diploma (3 years) in Information Technology with 10 years relevant experience at least a minimum of five (5) years' experience in the design of networks and implementation of LAN and WAN projects and a minimum of 3 years of work experience in managing ICT related projects at the level of an Assistant Manager. A valid driver's license. Certifications and relevant experience in HP AIS (or higher) or CCNA (or higher) or Microsoft Active Directory or Microsoft Exchange or Microsoft System Center Configuration Manager will be an added advantage.

Competencies: In-depth knowledge of network design principles, analysis and troubleshooting of networks, networking equipment and the monitoring tools. Proven project management skills. Proven written and verbal communication skills. In-depth knowledge of configuring networking equipment. Administration of Microsoft Environments will be an added advantage.

KPA's: Develop and implement network related policies, standards and procedure • Design, implement and monitor converged networks. Manage ICT related projects. Manage and administer Unified Communications Solutions. Manage SLA's with service providers. Development of infrastructure and procurement plans over the MTEF.

Implement and manage network monitoring tools. Administer, manage all networking equipment. Assist with the management of Microsoft environments.

ASSISTANT DIRECTOR (SENIOR DATA ANALYST): MANAGEMENT INFORMATION SERVICES

Salary Range: R311 784 – R376 626 per annum (level 9)

(Ref.DSD/03/10/16) Head Office

Minimum Requirements: Three-year Diploma or Degree in Computer Science / Financial Information Systems / Information Technology with Information Systems as a major subject. MCDBA will be an added advantage. Valid Driver's License (code 08) is compulsory. A minimum of three (3) years' experience as a Data Analyst with experience in data analysis, data modelling, conceptual, logical, and physical data design. Experience with Business Intelligence or GIS reporting and data access tools (i.e. Business Objects) is a plus. A minimum of five (3) years' experience in Database Administration. Experience in working with SQL 2012/later, Experience in Government systems will be an added advantage.

Competencies: Exposure to data integration and data quality tools. Strong working knowledge of meta-data management and data. Strong working knowledge of data warehousing methodologies, architectures, and development best practices. Experience with database design and data modelling. Solid understanding of SQL and

Oracle Database systems. Analytical Problem Solving, Leadership, Project Management, Change Management, Strong Financial Skills, Strong Presentation Skills, Time Management, Strong Communication and Interpersonal and Problem Solving Skills, Ability to work in a multi-disciplinary team, Results-oriented, Problem solving. Good understanding of PFMA, Treasury regulations, Preferential Procurement Policy, Supply Chain Management Policy, Public Service Act and regulations and Promotion of Access to Information Act. Good understanding of e-governance policy. Minimum Inter-Operability Standards (MIOS) and Government Information Security standards

KPA's: Identify Data Sources for different types of monitoring reports. Analyse the data to discover its real meaning or use. Involve the knowledge workers and data producers and clean data at its source database if records are used. Identify potential duplicates. Analyse and discover the meaning, values and business rules associated with the source data. Data Manipulation. Analyse User Requirements and produce reports. Publishing Reports through the Web, GIS, Systems, Dash Boards, Circulation/Presentations to the management meeting. Development of an information management policy (Metadata). Coordinate Departmental Information Management forum and participate in a National informational management forum. Work with the Business Intelligence Manager in the prioritisation of projects. Render Data Management Services including data quality assurance and archiving

SOCIAL WORK SUPERVISOR GR 1

Salary Range: R318 102 – 368 766 p.a (SW – A1)

(Ref.DSD/4/10/16) Sarah Baartman: Ndlambe Local Service Office (Alexandria)

The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

Minimum Requirements: Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). Valid unendorsed driver's licence. Computer literacy and excellent report-writing skills.

Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in highly unionised environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organising skills. Ability to work under pressure and display initiative. Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

KPA's: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

COMMUNITY DEVELOPMENT SUPERVISORS GR 1

Salary Range: R301 191 -337 470 per annum (CD – B1)

(Ref.DSD/5/10/16) Nelson Mandela Metro District Office

Minimum Requirements: A Degree in Social Science with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies plus a minimum of 7 years' recognisable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. A valid Code 08 (EB) driver's licence

Competencies: Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project management skills.

KPA's: Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (eg in departments/provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

CONTROL COMPUTER OPERATOR: IMST

*Salary Range: R262 272 – R308 943 per annum (Level 8)
(Ref.DSD/6/10/16) Amathole District Office*

Minimum Requirements: Matriculation with international recognized certification such as A+, N+, or MCSE or Tertiary Education in ICT/Electronics. Minimum of three years' experience in the field of LAN and Desktop user support. Minimum code 8 Driver's license is compulsory

Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LAN and LAN equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT user equipment. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, serves and routers

KPA's: To perform all ICT end user Technical Support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in systems software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.

SOCIAL WORKERS X10

Salary Range: R211 263 – R244 908 per annum (SW A–A4)

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

BUFFALO CITY METRO: (Ref.DSD/7/10/16) Western Region Local Service Office: King Williams Town X1

CHRIS HANI: (Ref.DSD/8/10/16) Inxuba Yethemba Local Service Office (Cradock) X1

NELSON MANDELA METRO: (Ref.DSD/9/10/16) Southern Region Local Service Office: Ibhayi X2; (Ref.DSD/10/10/16) Walmer Service Office X1; (Ref.DSD/11/10/16) Eastern Region Local Service Office: Motherwell X1

JOE GQABI: (Ref.DSD/12/10/16) Elundini Local Service: Ugie X1; (Ref.DSD/13/10/16) Moletswai Local Service Office: Jamestown X1; (Ref.DSD/14/10/16) Aliwal North X1; (Ref.DSD/15/10/16) Senqu Local Service Office: Sterkspruit X1

Minimum Requirements: Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 08 driver's license .Computer literacy.

Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers

KPA's: Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

ADMIN OFFICER: NPO / NMM X2

Salary Range: R211 194 – R248 781 per annum (level 7)

*(Ref.DSD/16/10/16) Chris Hani District: Sakhisizwe Local Service Office
(Ref.DSD/17/10/16) Nelson Mandela Metro: Enkuselekweni Place of Safety*

Minimum Requirements: An appropriate recognized Degree/National Diploma in Administration/Accounting/equivalent qualification plus a minimum of 2 years practical experience OR Senior certificate /equivalent qualification with ten (10) years relevant experience in administration environment

Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.

KPA's: Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the

Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.

COMMUNITY DEVELOPMENT PRACTITIONER GR 1 X3

Salary Range: R178 512 – R206 946 per annum (CD – B1)

AMATHOLE: (Ref.DSD/18/10/16) Amahlathi Local Service Office Stutterheim X1; (Ref.DSD/19/10/16) Nkonkobe Local Service Office Middledrift X1

BUFFALO CITY METRO: (Ref.DSD/20/10/16) Western Region Local Service Office Zwelitsha X1

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience

Minimum Requirements: Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. Code 8 Driver's license (EB)

Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills

KPA's: Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/Projects.

ACCOUNTING CLERK: BCM

Salary Range: R142 461 – R167 814 (Level 5)

(Ref.DSD/21/10/16) Buffalo City Municipality District Office

Minimum Requirements: A Senior Certificate or equivalent qualification with Accounting/Finance as a passed subject with 1 year's relevant working experience •Computer literacy.

Competencies: Knowledge of BAS and Persal system will be an added advantage.

KPA's: Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management

ADMIN CLERK: NMM

Salary Range: R142 461 – R167 814 per annum (level 5)

(Ref.DSD/22/10/16) District Office

Minimum Requirements: Senior Certificate/ equivalent certificate with 1 year's relevant work experience in administration. Computer Literacy

Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

KPA's: Conduct records and document management, both manually and in advanced computer systems Be responsible for a variety of administrative duties related to provisioning processes at operational level such as Financial Management, Human Resource Management and Supply Chain Management.

SOCIAL AUXILIARY WORKER GR 1

Salary Range: R121 560 – R136 824 (SW – A1)

(Ref.DSD/23/10/16) Chris Hani: Inxuba Yethemba Local Service Cradock

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

Minimum Requirements: Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year. Computer literacy. Code 08 driver's licence is a prerequisite.

Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

KPA's: Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and like skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young persons placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

SOCIAL AUXILIARY WORKER GR 1 PROBATION SERVICES

Salary Range: R121 560 – R136 824 p.a (SW – A1)

(Ref.DSD/24/10/16) Joe Gqabi: Senqu Local Service Barkly East

NB: The grade and salary on appointment will be determined by the successful candidate's previous appropriate experience.

Minimum Requirements: Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year) • Grade 12 qualification • Computer literacy • Code 08 driver's licence is a prerequisite.

Experience: Grade 1: None after obtaining the required qualification

Experience Grade 2: Minimum of 10 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP **OR** No experience after registration as a Social Auxiliary Worker with the SACSSP and successful completion of the 2nd Academic year of an appropriate tertiary that allows for registration as Social Worker with SACSSP

Experience Grade 3: Minimum of 20 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP **OR** No experience after registration as a Social Auxiliary Worker with the SACSSP and successful completion of the 3rd Academic year of an appropriate tertiary that allows for registration as Social Worker with SACSSP **OR** No experience after registration as a Social Auxiliary Worker with the SACSSP

Competencies: • Ability to work independently and under pressure • Experience in community involvement • Communication skills (both verbal and written).

KPA's:• Be responsible for crime prevention programmes to young persons at risk in and out of school • Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and like skills programmes • Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities • Provide supervision services to those young persons placed by the court under community service and probation supervision orders • Be responsible for family finding or tracing where it is necessary.

OFFICE OF THE PREMIER

CHIEF OPERATING OFFICER – OFFICE OF THE DIRECTOR GENERAL

Salary Range: R1 299 501–R1 463 892.00 (Level 15)

(Ref. OTP/1/10/16) (One year Renewable Contract) Bhisho

Minimum Requirements: Business or Accounting degree mandatory, a master's in business administration is preferred. Minimum 10 year's experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization or the public sector. Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills. Strong mentoring, coaching experience to a team with diverse levels of expertise. Team player who can multitask. Superior management skills; ability to influence and engage direct and indirect reports and peers. Self-reliant, good problem solver, results oriented. Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, HOD's and staff. Ability to operate as an effective tactical as well as strategic thinker. Passion for the public service

KPA's: Strategic Management: Provide in-house consulting resources relative to strategy and business practices throughout the OTP by consulting with top management on all aspects of the organisation's business development policies, objectives, and initiatives. Serve as the internal leader of the organization and Coordinate the development of strategic plans, APP's and annual operational plans and budget. Oversee fiscal planning, development and management of annual budgets in the office of the DG. Lead the performance management process that measures and evaluates progress against goals for the organization. Provide for all staff a strong day-to-day leadership presence; and support an open-door policy among all staff. Cultivate the values of the OTP within the organization and instil a human capital development and "coaching" culture within the department. Upgrade human resources functions including build capacity within the OTP so as to ensure that the department has a top-notch workforce. Provide effective and inspiring leadership by being actively involved in all programmes and services, identifying

opportunities to leverage cross-programme strengths, take advantage of new opportunities to address departmental challenges.

Administration & Financial Matters: Assist the Director-General with the effective and efficient execution of the responsibilities delegated to her by the Premier as Executive Authority and Head of the Government of the Eastern Cape Province. Ensure the implementation of policies of Government as determined by Parliament, the Premier and the Executive Council by ensuring that the department has and maintains: effective, efficient and transparent systems of financial control, risk management and internal control; a system of internal audit under the control and direction of an internal audit committee; an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective; a system for evaluating capital projects for implementation. Ensure the development of appropriate structures and systems for the effective and efficient administration of the Office of the Premier. Ensure effective, efficient, economical and transparent use of resources including prevention of unauthorised, wasteful expenditure and losses due to criminal conduct; and the management of working capital; Ensure that the Office of the Premier complies with appropriate legislation; Take responsibility for the submission of reports, notices, returns and other information to Parliament; Treasury, Public Service Commission, the Department of Public Service and Administration, and other institutions.

Departmental Operations: Provide strategic direction of the core business operation, oversight and monitoring and evaluation of the operations. Improve efficiencies in a cross functional operations in OTP and direct operations ensuring optimal use of available resources; Review financial statements, financial activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and programme improvement. Manage projects on behalf of the DG using appropriate project management skills and methodologies to ensure quality and on time delivery.

Systems and Processes: Promote and maintain strong communication channels with all role-players at OTP by ensuring that communication forums take place as stipulated in the departmental Communication Framework. Spearhead the development, communication and implementation of effective operational strategies and processes for the OTP. Establish internal and external processes and key performance indicators for the department and measure these for effectiveness. Improve and maintain the highest standard of security in the Office of the Premier and ensure that a safe and secure environment is maintained through the implementation and upholding of various strategic security measures.

Management of People: Assist the Director-General in leading the executive management team, i.e. Heads of the 3 main Branches/Programmes of the Office of the Premier, in coordinating their work and in assessing their performance. Manage the heads/ Chief Directors that report directly to the Office of the Chief Operations Officer, ie Provincial Communications, Provincial ICT and Provincial Designated Programmes. Provide day to day leadership and management guidance which mirrors the adopted OTP mission and core values and drive the department to achieve its goals and objectives. Develop and cultivate a performance culture among departmental employees, particularly those at senior management and middle management levels. Lead, coach and develop the senior management team within the department with an emphasis on developing capacity in strategic analysis and planning, in programme budgeting and in performance monitoring and evaluation.

Stakeholders: Premier, Director General, Provincial Departments, External Stakeholders, OTP Executive Management.

CHIEF FINANCIAL OFFICER (CFO): FINANCIAL MANAGEMENT

Salary Range: R1 068 564 – R1 277 610 Level 14

(Ref.OTP/2/10/16) Bhisho

Minimum Requirements: A Bachelor's Degree requiring a minimum period of study of four years. An Honours Degree or an equivalent postgraduate certificate acquired subsequent to a qualification of with a value RVQ 13 (NQF 7 qualification) in Accounting or Financial Accounting. Articles of Clerkship or CA (SA) qualification Accountancy will be an added advantage. A minimum of 5 years working experience in a Senior Management position in financial environment. Proven performance measurement, business planning and design skills. Analytical, interpretative accounting, proven interpersonal and communication skills. Code 8 Drivers licence. Computer literacy.

Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

KPA's: Assist Accounting Officer in the Execution of his/her duties in terms of Public Finance Management Act of 1999 (PFMA) and Division of Revenue Act. Exercise sound budgeting and budgetary control practices. Ensure the operation of internal control measures and timely production of financial reports. Ensuring compliance with PFMA, MFMA, National Treasury Regulations and Provincial Treasury Instruction and if necessary enforce compliance. Ensure that effective steps are followed to collect revenue. Introduce sound budgetary controls. Assessing developing and maintaining efficient and transparent financial management system such as financial risk management system, asset management and liability system, procurement and provisioning system, internal control etc. Advise managers in the financial oversight of public entities attached to the department and financial transfers. Manage and monitor (compiling and co-ordinating) in year, quarterly and annual financial reports for the departmental management, standing committee, Provincial Treasury, Auditor General and SCOPA. Administer departmental Supply Chain Management Services such as demand services, store warehouse, LOGIS function, departmental contracts compliance to Supply Chain Management legislation and reporting on performance and provisioning services and Management of acquisition services. Responsible for the efficient management of the Chief Directorate including the effective utilisation, training of staff, maintenance of discipline, promotion of sound labour relations and proper use of State properties.

CLOSING DATE: 04 NOVEMBER 2016

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

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

Applications can be forwarded through one of the following options:

OFFICE OF THE PREMIER & DEPARTMENT OF ROADS AND PUBLIC WORKS

Hand Delivery: Room 0073, Ground 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**

DEPARTMENT OF SOCIAL DEVELOPMENT

HEAD OFFICE: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Mr. Mapuza or Post to: The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 **Enquiries:** Ms B Nxusani at 043 605-5103 / Ms A. Bongco 043 605-5115.

DISTRICT OFFICES:

Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at SA Eagle House, No. 58 Terminus Street, East London for the attention of Ms Z. Habe. **Enquiries:** may be directed to Ms Z. Habe at 0437116626

Buffalo City Metro: The District Coordinator, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula **Enquiries:** may be directed to Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.

Nelson Mandela Metro: The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road **Enquiries:** may be directed to Ms L. Thompson 041 406-5750

Sarah Baartman: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown **Enquiries:** may be directed to Ms K. Ma-awu at 046 636-1484:

Chris Hani: The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. **Enquiries:** may be directed to Ms Mzinjana at (045) 808-3709

Joe Gqabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North. **Enquiries:** may be directed to Mr A.J. Leeuskieter at 051 633-1609.

Nelson Mandela Metro: The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road **Enquiries:** may be directed to Ms L. Thompson 041 406-5750

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