



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2024

DATE ISSUED 14 JUNE 2024

### 1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### 2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### 3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### 4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

### AMENDMENT

: **KWAZULU-NATAL: PROVINCIAL TREASURY:** Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 07 June 2024, Deputy Director: SCM Transversal Policy and Capacity Building with Ref No: KZNPT 24/50 was advertised with an error on the closing date. The correct closing date is 24 June 2024.

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**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

*The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.*

- APPLICATIONS** : applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 05 July 2024
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and submit the certificate prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.

**MANAGEMENT ECHELON**

- POST 21/01** : **DEPUTY DIRECTOR- GENERAL: CIVILIAN OVERSIGHT AND STRATEGIC PARTNERSHIPS REF NO: CSP/02/2024**  
Re-advertised of Ref No: CSP/15/2023. Applicants who previously applied should re-apply if still interested.
- SALARY** : R1 741 770 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Public Administration or Social Sciences or Developmental Studies or Law (NQF 7) and NQF 8 in Public Administration, Social Sciences or Developmental Studies or Law or relevant equivalent qualification. 8-10 years' Senior Managerial level experience. Extensive knowledge and experience in partnerships strategies, sound knowledge of stakeholder relations, understanding of government policies, understanding of research and development methodologies, understanding of monitoring and evaluation methods. Good understanding of the government systems and structure. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability, leadership and management skills. Ability to manage transformation, change and diversity. Understanding of applied strategic planning and facilitation, financial management. Problem-solving and analytical skills. Knowledge of policy and programme formulation, good communication, presentation, strong interpersonal, project management skills. Valid driver's license.

**DUTIES**

: Provide strategic leadership and support to the Secretary for Police. Advise the Secretary for Police Service on the constitutional and other statutory powers and responsibilities of the Minister of Police. Give strategic advice to the Secretary for Police Service in respect of strategic partnerships and oversight monitoring and evaluation that are constitutionally and policy compliant. Lead and guide the Secretary for Police Service on Partnerships and Oversight monitoring and Evaluation matters. Perform such functions as the Secretary for Police may consider necessary to ensure civilian oversight of the South Africa Police Service. Manage the facilitation, establishment and promotion of strategic partnerships on community safety and crime prevention. Ensure the implementation of government wide crime and violence prevention programmes and strategies. Initiate, coordinate, integrate and sustain partnerships to support crime prevention through different partnership models. Establish stakeholder relationships and develop a stakeholder engagement plan. Develop and align partnerships strategy/framework to national policy. Facilitate the implementation of the partnerships programs to encourage community participation on safety programs. Manage the facilitation of Community Outreach program engagements. Manage the facilitating of implementing Community Outreach programs developed policies and strategies. Manage the oversight monitoring and evaluation of police performance, compliance and conduct. Ensure development and management of strategies to monitor and evaluate performance, compliance and conduct of Police services. Provide direction and guidance on the monitoring and evaluation of legislation and policies to improve service delivery in SAPS. Provide strategy on the analysis of the performance, conduct and compliance of police in relation to the SAPS strategic plan, budget utilisation and the Ministers priorities. Provide guidance on monitoring SAPS compliance, conduct and performance with legislation, policing policies and Ministerial directives. Manage the evaluation of the effectiveness and efficiency of the South African Police Service. Ensure development of strategies, processes and procedures for evaluating SAPS programs. Manage the development, monitoring and evaluation of implementing the strategic plan. Manage the coordination and monitoring of the special projects. Develop and manage relationship with internal and external relevant stakeholders. Manage monitoring and evaluation of police transformation and infrastructure. Ensure development and coordination of monitoring, evaluation and reporting systems. Ensure Police Service effectiveness and efficiency through transformation and infrastructure. Management of physical, human and financial resources.

**ENQUIRIES  
APPLICATIONS**

: Dipsy Wechoemang Tel No: (012) 493 1400/079 6936 585  
: Can also be emailed to Angele.Modiba@csp.gov.za

**POST 21/02**

: **DEPUTY DIRECTOR- GENERAL: POLICY RESEARCH AND LEGISLATION  
REF NO: CSP/03/2024**  
Re-advertised of Ref No: CSP/16/2023. Applicants who previously applied should re-apply if still interested.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 741 770 per annum, (all-inclusive package)  
: Pretoria  
: LLB Degree or Bachelor's Degree in Law or Social Science or Research (NQF 7) and NQF 8 in Law or Social Science or Research or relevant equivalent qualification. 8 - 10 years' experience at a Senior Management level. Basic understanding of Civilian Secretariat for police Service Act. Extensive knowledge and experience in Legislative drafting, a sound knowledge of and interpretation of constitutional law, Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles, understanding of legislation research, policy and research development methodologies, government legislation. Understanding of the PFMA and Public Service Regulatory Framework; Strategic capability and leadership, programme and project management, financial management and change management, Problem-solving, conflict resolution and analytical skills. Good communication, presentation skills, policy development skills, research skills, legal drafting skills, legislation development skills and planning and organizing. Valid driver's license.

**DUTIES**

: Provide strategic leadership and support to the Secretary for Police. Advise the Secretary for Police Service on the constitutional and other statutory powers and responsibilities of the Minister of Police. Give strategic advice to the

Secretary for Police Service in respect of research and legislation that is constitutionally and policy compliant. Lead and guide the Secretary for Police Service on the Policy, Research and Legislation development matters. Perform such functions as the Secretary for Police may consider necessary to ensure civilian oversight of the South African Police. Manage the facilitating of the Policing policies development and reviews. Ensure alignment of policy strategy and operations in liaison with the Monitoring and Evaluation Unit. Manage provincial policing policy implementation and ensure strategic alignment with national policing policies. Ensure conducting of policing research and strategy development. Provide research recommendations and report on Policing Policy and development of legislation and practices. Manage research comparative policing theories and practice nationally and internationally. Implement government wide crime and violence prevention programmes and strategies. Ensure that Crime Prevention policies and research are effectively consulted with other organs of state and role-players. Ensure conducting of legal research. Liaise and communicate with stakeholders on legislation. Ensure research information and legislation proposals are in line with the required frameworks. Manage the development and reviews of Legislation. Oversee the preparation of draft Bills and Regulations. Manage and attend to consultations and Parliamentary processes on Bills. Manage the costing of policies and legislations. Ensure development of financial and fiscal values of related policies and legislation into MTEF inputs. Ensure development and implementation of costing model of the department. Management of physical, human and financial resources.

**ENQUIRIES** : Dipsy Wechoemang Tel No: (012) 493 1400/0796 936 585  
**APPLICATIONS** : Can also be emailed to Angele.Modiba@csp.gov.za

**POST 21/03** : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: CSP/04/2024**

**SALARY** : R1 216 824 per annum, (all-inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree in Business Science or Management Science or Strategic Studies. 5 years middle managerial level experience. Inherent requirement of the job: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity and Communication. Knowledge of Government legislation, Extensive knowledge and experience in strategy formulation, strategic planning or management service capacity environment, sound understanding of government planning framework and understanding of Treasury and PFMA Regulations. Strategic and analytical skills, report writing and presentation skills, Project Management skills, ability to interpret and apply policy and ability to work with diverse people.

**DUTIES** : Provide Strategic and technical support to the departmental strategic planning process by developing detailed Annual Plans to execute strategic initiatives, advise departmental strategic role players knowledgeable regarding planning and reporting processes aligned to the MTEF cycle, define performance measures to evaluate the success of strategies. Provide technical support to provincial Secretariats with regard to strategic alignment, coordination and review of strategic priorities, Monitor implementation of Provincial Budget, Programme structures and Provide support to provincial strategic planning work session. Develop performance indicators and assist with technical indicators descriptions/Budget and Programme Structure. Manage the facilitation of Departmental planning process. Manage the process of compiling the Annual Report. Manage and facilitate Departmental Service Delivery Improvement Plan. Develop and facilitate the Departmental Monitoring and Evaluation systems and performance auditing. Management of resources (provision of physical, human resources and financial resources).

**ENQUIRIES** : Mr Kenneth Shiphamele Tel No: (012) 493 1386/1400  
**APPLICATIONS** : Can also be emailed to Lesedi.Mogudi@csp.gov.za

**POST 21/04** : **SPECIALIST: POLICY AND LEGISLATION COSTING REF NO: CSP/05/2024**

**SALARY** : R1 216 824 per annum  
**CENTRE** : Pretoria

- REQUIREMENTS** : Bachelor's Degree in Economics/Econometrics/Financial Management /Public Finance or relevant financial costing qualifications. 5 years working experience of which 3 years should be at the junior specialist level or Assistant Director level or junior management level in financial policy and legislation costing within the public service environment. Knowledge of drafting social economic impact assessment system (SEIAS) reports, analysis, costing and reporting of policy directives and legislation financial data. Understanding of organisational and government structures, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Economic Reporting Framework including the standard chart of accounts, Medium Term Strategic Framework (government priorities), government financial systems principles and practice of financial accounting. Understanding of tools and techniques for costing and reporting, extensive knowledge of budget, financial planning and costing. Good governance and Batho Pele Principles. Extensive computer literacy, advanced skills on Microsoft excel, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.
- DUTIES** : Translate issues in policing policy and legislation into financial and fiscal values, analyse and identify cost drivers in policy and legislation, Develop policy and legislation costing policies, provide support in the development of implementation plans, facilitate the drafting of costing reports and to draft SEIAS reports. Formulate financial and fiscal values of related policing policies and legislation into MTEF inputs, identify possible funding sources including the financing implementation plans, prepare inputs for MTEF submission related to policies and legislation costing in consultation with finance unit, provide advice on the costing findings. Facilitate the development of the costing model of the department, Identify activities in policies and legislation that are developed by the department and prepare the costing for their implementation, identify sections or parts with costs implications in the legislation and policy directives developed by the department, Analyse policy directives and legislation to comply with allocated budget and make recommendations, Liaise with internal and external key stakeholders on the costing of policies and legislation (Line functionaries, Ministry, National Treasury, SAPS) etc. Provide support in cost-benefit analysis of policing policies and legislations, identify the value against the cost of a decision, project, or policy or legislation, identify risks associated with policy and legislation outcomes, assist in calculating benefit costs and present the estimates.
- ENQUIRIES APPLICATIONS** : Mr BK Shiphamele Tel No: (012) 493 1386/1400  
: Can also be emailed to Lesedi.Mogudi@csp.gov.za

#### **OTHER POSTS**

- POST 21/05** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: CSP/06/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Pretoria  
: National Diploma or Bachelor's Degree in Administration or Management or Public Administration or equivalent qualification. 5 years' experience in administration which 3 years should be of rendering support to the office of the head of department. Knowledge on the relevant legislation/ policies/ prescripts, knowledge of Supply Chain Management processes, government systems and structures. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Planning and organising skills. Problem solving and decision making. Interpersonal relations. Confidentiality and high level reliability, integrity and honesty. Ability to work under pressure, to tight deadlines and work long hours. Drivers' license.
- DUTIES** : Provide executive administrative support services. Schedule and manage appointments, render personal assistance services. Prepare correspondence, presentations and other information as requested. Compile, draft letters and submissions as requested. Compile reports on a monthly basis. Provide logistical support for events, meetings, boardrooms and facilities. Arrange travel and accommodation for the Secretary for Police Service. Process and submit subsistence and travel claims. Compile and execute demand management or procurement plan. Administer the budget of the Office of Secretary for Police Service. Keep record of expenditure and other financial commitments for the Secretary for Police Service. Check and verify financial

reports in support of the Secretary for Police Service. Compile budget inputs. Perform any other administrative duties required by Secretary for Police Service. Record minutes and or decisions for communication to relevant stakeholders. Facilitate recruitment process in consultation with Human Resource Management directorate.

**ENQUIRIES**  
**APPLICATIONS**

: Mr BK Shiphamele Tel No: (012) 4931 386/1400  
: Strictly hand delivered or sent through post office

**POST 21/06**

: **COMMUNICATION OFFICER REF NO: CSP/06/2024**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R308 154 per annum  
: Pretoria  
: National Diploma or Bachelor's Degree in Communication, Journalism and Graphics Design/Development or equivalent qualification. 1-year minimum relevant experience in a communication field. Knowledge of graphic design. Adobe creative suite (InDesign, Photoshop, Illustrator, Premier Pro) in the production of communication products, Digital media, Photography. Knowledge of the relevant legislation/ policies/ prescripts, guidelines, standards, procedures and best practices. Knowledge of global, regional and local political, economic and social affairs impacting on the South Africa Police Services. Events management. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Planning and organising skills. Problem solving and decision making. Interpersonal relations, sound organizing skills, and project management skills. Communication and Information management, customer focus and responsiveness and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure. Ability to act with tact and discretion. Drivers' license.

**DUTIES**

: Facilitate and enhance communication services. Do Design products for awareness campaigns, Develop and implement communication campaigns and products, Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, izimbizos and facilities). Render graphic design, photographic and video services. Design promotional displays, marketing brochures, packing products, animations, layout method, logos for products and services. Plan, analyse and design a visual answer to a communication problem, Review and check the design to avoid errors before the final printing, take photos and videos for department, edit photos and videos for publications, manage the departmental digital library (pictures and videos). Facilitate departmental media events and functions. Oversea departmental social media accounts (Facebook, twitter, you-tube, Instagram), implement social media strategy in align with the departmental cooperate identity manual, conduct research on current social media standard trends and audience preferences. Edit, publish and share engaging content, monitor the department social media platforms and respond accordingly, stay up to date with the current technologies and trends in social media, design tools and system. Enhance department identity and brand. Develop branding initiatives, establish and maintain the image of the department, implement new features to develop brand awareness, promote departmental programmes in line with the CSPS calendar, write news diary of events to support internal publications, issue internal communication publication.

**ENQUIRIES**  
**APPLICATIONS**

: Mr BK Shiphamele Tel No: (012) 4931 386/1400  
: Strictly hand delivered or sent through post office

**DEPARTMENT OF EMPLOYMENT AND LABOUR**

***It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.***

- CLOSING DATE** : 01 July 2024 at 16:00
- NOTE** : All attachments for online application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Instructions: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. Unless indicated, the Department does not accept applications via email or fax. 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 eight (8) weeks 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, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate (s) should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

**MANAGEMENT ECHELON**

- POST 21/07** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HR 5/1/2/3/54**
- SALARY CENTRE** : R1 436 022 per annum, (all inclusive)
- : Compensation Fund, Pretoria



<b><u>REQUIREMENTS</u></b>	:	A relevant B. Degree/ B-Tech qualification (NQF level 7) in Human Resource Management/ Industrial Psychology/ (Business/ Public) Administration/ Law/ Communications. Relevant postgraduate (NQF 8) is advantageous. 5 years' functional experience at Senior Management level in Corporate Services environment. Experience in Human Resource Management, Organisational effectiveness and development, Communication and Law. Experience in Financial Service, especially Compensation Benefits, Medical services, Pension administration will be a distinct advantage. Knowledge: Compensation fund policies, procedures and processes. Customer service principles (Batho-Pele Principles). Human Resource Management Principles. Government communication information system guidelines (Corporate Identity Guideline). Organisational effectiveness methods and principles. Customer Relationship Management. Relevant stakeholder. Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. Public Service Act. Promotion of Personal Information Act. Public Service Regulations. COIDA. Legislative Requirement: PFMA. National Treasury Regulations. Promotion of Access to Information Act. Constitution Act. Occupational Health and Safety Act (OHS). LRA, EE Act, SDA & BCEA. Skills: Strategic Capability and Leadership. Communication (verbal and written). Business Writing. Analytical thinking. Problem solving and Analysis. Knowledge management. Planning and organising. Diversity management. People development and empowerment. Project or programme management. Financial management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Client Orientation and Customer Focus. Communication.
<b><u>DUTIES</u></b>	:	Provide strategic direction and oversee the management of Human Resource Management services for the Fund. Oversee and manage organisational effectiveness and development for the Fund. Ensure provision of effective and efficient Marketing, Communication services and stakeholder relation. Oversee the provision of legal services. Manage the operations and resources (human, finance, Equipment, Assets) of the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms F Fakir Tel No: (012) 406 5723
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 21/08</u></b>	:	<b><u>CHIEF DIRECTOR: MEDICAL BENEFITS REF NO: HR 5/1/2/3/55</u></b> (Re-advertisement, applicants who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R1 436 022 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	MBCHB Degree, or any NQF 7 in Healthcare and Allied Health Related qualification/ or Bcom Accounting/ Business Science/ Bachelor of Science in Finance. Minimum 5 years' appropriate experience in Senior Management Service level in Medical Claims processing environment. Knowledge: ICD 10 Coding and Medical Billing. Del and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business process. Public Service Regulations. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. DPSA Guidelines on COIDA. Technical knowledge. Legislative Requirement: COIDA Act, Regulations and Policies. Public service Act. Occupational health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAIA. Constitution Act 108 of 1996 (amended). General knowledge of the Public Service Regulations. Skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication.
<b><u>DUTIES</u></b>	:	Provide research and best practice standards regarding medical services to support the Funds compensation services. Oversee the Adjudication of medical claims and processing of medical accounts. Establish and maintain high-level relationship with various internal and external stakeholders. Manage

the operations of the Chief Directorate and resources (Human, Finance, Equipment, Asset) In the Chief Directorate.

**ENQUIRIES** : Ms F Fakir Tel No: (012) 319 9495

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/09** : **DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 5/1/2/3/56**

**SALARY** : R1 216 824 per annum, (all inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Human Resources Management/Labour Relations/Industrial Psychology/ Human Resource Development. 5 years' functional experience at middle managerial level in Human Resource Management/ Development/ Performance Management/ EHWP/ Employee Relations and HRPPA environment. Knowledge Constitution Act 108 of 1996 (amended). Compensation fund policies, procedures and processes. Talent Management and Succession in planning. Remuneration and Benefits. Human Resources Management practices and principles. Human Resource across broad range of functional area. COIDA. Customer service principles (Batho –Pele principles). Technical knowledge. Customer Relationship Management. Budgeting and Financial Management. Labour Relation Act. Employment Equity Act. Skills Development Act. Basic Condition of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement policy framework. Legislative Requirement: Public service Act. Public Service Regulations Skills: Communication (verbal and written). Business Writing Skills. Problem solving and decision making. People Management and Empowerment. Client Orientation and customer focus. Change Management. Work Ethics and Self-management. Business Acumen and leadership. Environmental Awareness.

**DUTIES** : Manage human resource management services for the Fund. Manage the implementation of integrated performance management, training and development management in the Fund. Manage the employee relation services in the Fund. Manage the provision of employee health and wellness programmes as well as occupational health and safety programmes for the Fund. Oversee HR Administration in the Provinces. Manage all resources of the Directorate.

**ENQUIRIES** : Ms SBN Mhlungu Tel No: (012) 406 5723

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/10** : **DIRECTOR: EMPLOYER SERVICES REF NO: HR 5/1/2/3/57**

**SALARY** : R1 216 824 per annum, (all inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF Level 7) in Accounting/Finance/Business. 5 years' functional experience at middle management level in underwriting group insurance or employer registration and assessment raising environment. Knowledge: Compensation fund policies, procedures and processes. Customer service principles (Batho Pele Principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Extensive knowledge and understanding of Treasury Audits. Public service regulations Act. Public service Act. Extensive knowledge of internal controls and auditing principles. Legislative Requirement: COIDA. Constitution Act of SA. National Treasury Regulation. Public Finance Management Act (PFMA). Promotion of Access to Information Act. Protection of Personal Information Act. Basic Conditions of Employment

- Act. Occupational Health and Safety Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Strategic leadership. Technical proficiency. Business Writing. Communication (verbal and written). Planning and organising. Problem Solving and Decision making. Analytical thinking. People Management and Empowerment. Client Orientation and Customer Focus. Programme management. Environmental Awareness. Financial Management.
- DUTIES** : Manage and monitor the registration of employers in accordance with the COID Act. Manage and monitor the assessment of employers in accordance with the COID Act. Manage and monitor the employer compliance in accordance with the COID Act. Manage the operations Directorate. Manage resources within the Directorate.
- ENQUIRIES APPLICATIONS** : Mr JS Soupen at 064 694 7728  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/11** : **DIRECTOR: INTERNAL AUDIT REF NO: HR 5/1/2/3/58**  
(Re-Advertisement candidates who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all inclusive)  
: Compensation Fund, Pretoria  
: Undergraduate qualification (NQF Level 7) in Internal Audit/Accounting/Cost and Management Accounting. Certified Internal Auditor-CIA is required. Professional Internal Auditor Certification-PIA as an added advantage. 5 years' working experience at Middle/Senior management level in Internal Audit environment. Institute of Internal Auditors Membership a pre-requisite. Knowledge: Compensation Fund Policies, Procedures, Processes. Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA. National Treasury Regulations. Skills: Required Technical Proficiency; Business Writing Skills; Analytical thinking. Decision making; Communication (verbal and written); Customer focus and Responsiveness; People and Performance Management; Managing inter-personal conflict; Problem solving. Planning and organising; Team leadership; External Environmental Awareness.
- DUTIES** : Oversee the Compliance and Assurance Audits, ICT Audits, and Performance Audits of the Fund in line with the relevant Legislation, Regulations and Standards. Provide strategic leadership to the audit function of the Fund. Manage stakeholders and monitor the performance of the internal audit function to the Fund. Manage and maintain quality assurance and improvement program that covers all aspects of the internal audit activity. Manage resources in the Directorate.
- ENQUIRIES APPLICATIONS** : Ms F Fakir Tel No: (012) 319 9495  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/12** : **DIRECTOR: REHABILITATION AND RE-INTEGRATION REF NO: HR 5/1/2/3/59**  
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all inclusive)  
: Compensation Fund, Pretoria  
: Bachelor of Science (NQF 7) in Occupational Therapy/ Physiotherapy as recognized by SAQA. Post Graduate Diploma in Occupational Health /

Vocational Rehabilitation will be an added advantage. Registration with HPCSA. 5 Years of functional experience at a middle/senior management level in a Rehabilitation and Re-integration environment. Knowledge: DEL and Compensation Fund business strategies and goals. Public Service Act. Public Service Regulations. Customer Service (Batho Pele Principles). Risk Management and Corporate Governance. Budgeting and Financial Management. Required IT knowledge. Integrated National Disability Strategy. Legislative Requirement: COIDA Act. Promotion of Equality and Prevention of Unfair Discrimination Act. PFMA. National Health Act. Health Act. Allied Health Profession Act. Skills: Rehabilitation. Strategic Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. Work Ethic and Self-management. Medical skills. Environment Awareness.

**DUTIES** : Design and implement a Rehabilitation and Re-Integration Programme for COIDA patients. Develop and monitor the implementation of the rehabilitation, re-integration and early return to work policy (RTW) strategies, protocols and policies. Provide support to Provincial Disability Management and Medical Case Coordination Functions. Manage resources within the Directorate.

**ENQUIRIES APPLICATIONS** : Ms N Magonono at (060) 983 2510  
 : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF12@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/13** : **DIRECTOR: FINANCIAL REPORTING REF NO: HR 5/1/2/3/60**  
 (Re-Advertisement, applicants who previously applied are encouraged to re-apply)

**SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all inclusive)  
 : Compensation Fund, Pretoria  
 : Undergraduate qualification (NQF level 7) in Accounting/ Finance/ Business Management or (Administration). 5 years' functional experience at middle management level in Financial management environment. Knowledge: Compensation Fund policies, procedure, processes. Technical knowledge. Relevant stakeholders. Financial management models processes and techniques. Data and records management. Customer Service (Batho Pele principles). Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Public Service Regulation. Public Service Act Legislative Requirement: National Treasury Regulations. Public Finance Management Act (PFMA). White paper on transforming of public services Skills: Technical proficiency. Communication (verbal and written). Managing inter-personal conflict. Problem solving. People and Performance Management. Planning and organising. Analytical thinking. Team leadership. Negotiation. Program and Project Management. Financial Management.

**DUTIES** : Manage the implementation and compliance of legislative prescripts, policies and procedures within Financial Reporting Directorate. Manage the operations of the financial system and its sub modules to ensure complete and accurate financial reporting. Manage a process of compliance with statutory requirements, audit and the policies and procedures management processes. Management of the resources in the Directorate.

**ENQUIRIES APPLICATIONS** : Mr MP Mokoena at 083 744 6233  
 : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF13@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/14** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 5/1/2/3/61**  
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)

**SALARY** : R1 216 824 per annum, (all inclusive)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Supply Chain Management/ Economics/ Finance/ Financial Management. 5 years' functional experience at middle management level in Supply Chain Management environment. Knowledge: Compensation Fund policies, procedure and processes. Customer Service principles (Batho Pele principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Generally Recognized Accounting Practices (GRAP). Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.

**DUTIES** : Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance of the fund. Provide effective movable assets and liability management services. Manage all resources of the Directorate.

**ENQUIRIES** : Mr MP Mokoena at (083) 744 6233  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF14@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/15** : **DIRECTOR: COMPENSATION BENEFITS REF NO: HR 5/1/2/3/77**

**SALARY** : R1 216 824 per annum, (all inclusive)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Business Management/Administration/Law/Financial Management/Accounting. 5 years' functional experience at middle management level in beneficiary services/ Insurance/Financial Management environment. Knowledge: Compensation fund policies, procedures and processes. Customer Service principles (Batho Pele Principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Public service regulations Act. ILO Conventions. Legislative Requirement: COIDA.PFMA. National Treasury regulations. Occupational Health and safety Act (OHS). Promotion of Access to information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Recognition of Customary Marriages Act) Skills: Technical proficiency. Business Writing. Communication (verbal and written). Planning and organising. Problem Solving and decision making. People Management and Empowerment. Client Orientation and Customer focus. Programme management. Environmental Awareness.

**DUTIES** : Provide strategic management of the Compensation benefits. Oversee the monitoring of exempted employers. Oversee the monitoring of SCSF projects for prevention of accidents. Manage the administration of local and foreign pensions. Establish and maintain the stakeholder relationship in relations to compensation and pensions functions. Manage all the resources of the Directorate.

**ENQUIRIES** : Mr J Soupen Tel No: (012) 406 9239

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/16** : **DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/8/86**

**SALARY** : R1 216 824 per annum, (all inclusive)

**CENTRE** : Provincial Office: Northern Cape

**REQUIREMENTS** : An undergraduate qualification in Operations Management/ Operational Research/ Public Management/ Public Administration/ Business Administration/ Business Management/ Finance at NQF Level 7 as recognized by SAQA. Pre-entry certificate into Senior Management Leadership Services. Five (5) Years' middle management experience in Operations/ Social Security/ Insurance Operations environment. Knowledge: Public Service Act (PSA). Public Service Regulations (PSR), Public Finance Management Act (PFMA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Legislative Requirements: Unemployment Insurance Contribution Act (UICA), Unemployment Insurance Act (UIA), Skills: Communication (Verbal and Written), Computer Literacy, Presentation, Report Writing, Policy Development, Organizing and Planning, Financial Management, Problem Solving, Interpersonal. Behavioural Attributes: Assertive, Flexible, Supportive, Team Player, Innovative/ creative, Visionary, Responsiveness, Committed, Persuasive Communicator.

**DUTIES** : Manage the provision of operations services in the province and Labour Centres, Lead the provision of a comprehensive financial administration in the province and Labour Centres, Manage the provision of Unemployment Insurance Services within the Province and Labour Centres. Manage all the resources within the Directorate (Human, Finance and Equipment/ Assets).

**ENQUIRIES** : Mr ZL Albanie Tel No: (053) 838 1502

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley

#### **OTHER POSTS**

**POST 21/17** : **DEPUTY DIRECTOR: COID SERVICES REF NO: HR4/4/5/77**

**SALARY** : R1 003 890 per annum, (all inclusive)

**CENTRE** : Provincial Office: Kwazulu-Natal

**REQUIREMENTS** : Three- year (3) tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/Auditing/ HRM/ Nursing. Experience: 5 years' functional experience in a claims / medical insurance processing environment of which 2 years at Assistant Director level in processing environment. Knowledge: COIDA Guidelines on application of COID (for government departments) Public service regulations. Public Service Act. Basic conditions of Employment Act (BCEA). Employment equity Act (EEA). Promotion of Administrative Justice Act (PAJA). DeL and Compensation Fund business strategy and goals. Compensation Fund Value Chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Services (Batho Pele Principles) Technical knowledge. Skills: Leadership, Financial Management, Change Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem solving and analysis, Decision Making, People management and empowerment (including developing others) communication (written and verbal) Risk Management, Computer literacy, Business writing, client orientation and customer focus, conflict management.

**DUTIES** : Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within

the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the Sub – directorate.

**ENQUIRIES** : Dr N Kahla Tel No: (031) 366 2033

**APPLICATIONS** : Chief Director: Provincial Operations. PO Box 940 Durban or hand deliver to 267 Anton Lembede Street, Durban, 4000.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 21/18** : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/06/01**

**SALARY** : R1 003 890 per annum, (all inclusive)

**CENTRE** : Mmabatho Provincial Office

**REQUIREMENTS** : Three (3) year tertiary qualification (NQF Level 6) in Operations Management/Operational Research/Public Management/ Business Administration/ Public Relations Administration/ Public Administration /Administration Management/ Finance. Valid driver's license. Five (5) years' experience of which three (3) must be functional experience in Unemployment Insurance Operations environment and two (2) years must be management experience. Knowledge: Public Service Regulation (PSR), Unemployment Insurance Fund and Contribution Act, Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR). Skills: Leadership, Management, Report writing (Advance), Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.

**DUTIES** : Manage Employer Services functions in the province. Manage assessment, services and local appeals and complaints, Monitor the provision of Generals Support and Registry Services. Manage the provision of comprehensive financial administration in the province. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Mr MO Maluleke Tel No: (018) 387 8186

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

**POST 21/19** : **MEDICAL OFFICER: OCCUPATIONAL MEDICINE (GRADE 1-2) REF NO: HR 5/1/2/3/66 (X2 POSTS)**

**SALARY** : R949 146 – R1 182 183 per annum, (OSD)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : MBCHB Degree. Registration with HPCSA. Minimum 5 years' appropriate experience gained in an occupational health environment after registration with HPCSA as a medical practitioner. Knowledge: Compensation fund business strategies and goals. Directorate goals and performance requirements. Constitution Act 108 of 1996 (as amended). Public Service Regulations. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Customer Services (Batho Pele Principles). Technical knowledge. Legislative Requirement: COIDA Act. Occupational Health and Safety Act (OHS). National Health Act and related Regulations. Skills: Required Technical Proficiency/Medical skills. Business Writing Skills. Required IT Skills. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. People Empowerment. Client Orientation and Customer focus. Communication.

**DUTIES** : Research and conduct benchmarking on Occupational Medicine standard and protocols. Develop policies and guideline on occupational injuries and diseases. Analyses and report on occupational diseases/medicine trends. Assist in establish and maintaining mutually-beneficial relationship with key stakeholders in Occupational Medicine and related field. Provide technical advice and expertise on all medical aspects of Compensation claims.

**ENQUIRIES** : Dr L Motsepe at 064 864 7482

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF19@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/20** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2/DDIA/UIF**

**SALARY** : R849 702 per annum, (all inclusive)  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Internal Auditing / Auditing / Accounting at NQF Level 6 as recognized by SAQA. Professional Internal Auditor Certificate – PIA as an added advantage. General Internal Auditor Certificate - GIA as an added advantage. Certified Internal Auditor-CIA as an added advantage. Five (5) years of experience of which two (2) years must be functional experience in Internal Audit environment and three (3) years' experience at Assistant Director level. Drivers licence. Registered with the Institute of Internal Auditors (IIA) and or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Conflict Management. Treasury Regulations. Audit Techniques. Policy Analysis and Development. Unemployment Insurance Act (UIA). Labour Relations (LRA). Unemployment Insurance Contributions Act (UICA). Auditor – General processes and procedures. Promotion of Access of Information (PAIA). Protected Disclosure Act, 2000. Skills: Communication. Coordination. Presentation. Problem Solving. Planning and Organizing. Computer Literacy. Management. Interpersonal. Report Writing. Analytical. Disciplined.

**DUTIES** : Develop three year rolling and annual risk based audit plans. Manage a strategic risk based audit plan in the fund. Monitor the undertaking of consulting and assurance services. Manage the provision of support services to the internal audit committee. Liaise with external auditors on the audit scope coverage. Manage resources (human, finance, assets) in the internal audit section.

**ENQUIRIES** : Ms TN Mthlale Tel No: (012) 337 1121  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/21** : **DEPUTY DIRECTOR: MAINTENANCE MANAGEMENT REF NO: HR4/4/3/2/DDMM/UIF**

**SALARY** : R849 702 per annum, (all-inclusive)  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification (NQF Level 6) in Property Management / Facility Management / Public Administration or Management. Five (5) years' experience of which three (3) years must be functional experience in Maintenance Management environment and two (2) years must be junior managerial experience (Assistant Director) in Maintenance Management. Knowledge: Public Finance Management Act (PFMA). Facilities Management/ Maintenance. Occupational Health and Safety Act (OHSA). Property / Facility Management. Supply Chain Management. Skills: Financial Management. Analysis. Problem solving, Project Management. Presentation, Planning and organizing. Communication (verbal and writing). Computer Literacy. Report writing.

**DUTIES** : Manage and maintain provisioning of Facilities Management Services of UIF properties. Monitor the provision of general maintenance, cleaning and parking services. Monitor and maintain switchboard and reception services. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Ms MM Ramoshaba Tel No: (012) 337 1412  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/22** : **DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/2/DDRPD/UIF**

**SALARY** : R849 702 per annum, (all-inclusive)  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Social Science/ Public Administration or Management / Development Studies / Public Policy / Social Security Administration at NQF Level 6 as recognized by SAQA. Five (5) years'



experience of which three (3) years must be functional experience in Research and Policy Development and three (3) years' experience at Assistant Director level. Knowledge: Policy Analysis, Development and Management. Research Management. Quality Management. Project Management. Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Skills: Report writing. Project Management. Diversity Management. Policy Analysis, Development and Management. Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, PowerPoint and Statistical Software such as SPSS). Communication. Research Methodology. Conflict Management. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.

**DUTIES** : Monitor policy development processes in UIF. Manage policy review in UIF. Manage research studies for UIF. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Mr OJ Maluleke Tel No: (012) 337 1672

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/23** : **SENIOR LEGAL ADMINISTRATIVE OFFICER: (MR-6) REF NO: HR 5/1/2/3/62**

**SALARY** : R556 356 – R1 314 666 per annum, (OSD)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Four-year qualification in LLB/BPROC/BCOM LAW/BA LAW. 8 years' appropriate post qualification legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Compensation fund business strategies, policies and procedures. Performance Audit standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: COIDA Act. Public service Act. Occupational Health and Safety Act (OHS). Public Finance Management Act. Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Constitution of RSA. Road Accident Fund (RAF). Unemployment Insurance Act (UIA). Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership.

**DUTIES** : Draft and vet contracts for the Fund. Manage and handle litigation for and on behalf of the Fund. Manage and process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Management of resources in the sub directorate.

**ENQUIRIES** : Adv LA Shokane at 067 415 4027

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF15@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/24** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HR4/4/3/2/SLAO/UIF**

**SALARY** : R556 356 - R1 314 666 per annum, (OSD)

**CENTRE** : Unemployment Insurance Fund, Pretoria

**REQUIREMENTS** : Four (4) year degree in Law (LLB/ B. Proc). At least Eight (8) years Legal Services experience (OSD). Admitted as an Attorney /Advocate. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of evidence. Constitutional law. Constitution of the Republic of South Africa. Unemployment Insurance Contribution Act (UICA). Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Communication. Listening. Computer Literacy. Time management. Report writing. Planning and Organizing. Liaison.

Diplomacy. Policy Development. Report writing. Networking. Interviewing. Financial management. Project Management. Strategic Planning. Negotiation.

**DUTIES** : Provide necessary and professional legal advice and support in the Fund. Provide legal strategies direction to obtain maximum impact on the Fund's service delivery. Draft, review and amend legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents for the Fund. Facilitate the promotion of an effective relationship and with all stakeholders.

**ENQUIRIES APPLICATIONS** : Adv. LD Mkhonto Tel No: (012) 337 1775  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/25** : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR 4/4/06/02**

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum  
: Mmabatho Provincial Office  
: Three (3) year tertiary qualification (NQF Level 6) in Operations Management/Public Management/ Business Administrations/Public Administration/ Administration Management/ Public Relations Management/Financial Management. Valid Driver license. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Public Service Regulation (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA). Skills: Communication (Both Verbal and Written), Computer, Time Management, Customer Relations, People Management, Report writing, Supervisory Skills.

**DUTIES** : Facilitate the employer services function in the province. Coordinate the provision of assessment. validation and adjudication of claims. Facilitate registry service in the province. Coordinate local appeals and complains in the province, Coordinate General Support. Manage resources in the Unit.

**ENQUIRIES APPLICATIONS** : Mr MO Maluleke Tel No: (018) 387 8186  
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

**POST 21/26** : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR 4/4/06/03**

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum  
: Mmabatho Provincial Office  
: Three (3) years relevant tertiary qualification in Labour Relations Management / BCOM Law/LLB/Internal Audit. A valid driver's licence Two. (2) years supervisory experience. Two (2) years functional experience in Auditing/financial management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Computer Literacy, Interpersonal, Problem Solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

**DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

**ENQUIRIES APPLICATIONS** : Mr MO Maluleke Tel No: (018) 387 8186  
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

**POST 21/27** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/6/185**

**SALARY CENTRE** : R552 081 per annum  
: Labour Centre: Lephalale

- REQUIREMENTS** : Three (3) year National Diploma (NQFL 6) / Undergraduate Degree (NQFL 7) in Electrical Engineering, Four (4) years functional experience in Electrical Engineering services and a valid driver's license. Knowledge: Departmental Policies and Procedures, Batho Pele principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS standards, OHS Management System SKILLS: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Communication (verbal & written), Innovative, Analytical, Research, Project management.
- DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Electrical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Ms. Lebogo SM Tel No: (015) 290 1662  
: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
- POST 21/28** : **ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/67 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three years' qualifications in Commerce/Law. 4 years' functional experience in Fraud Investigation. Knowledge: Compensation fund regulations, policies and procedures. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Compensation Fund information technology operating systems. Understanding of Fraud and corruption processes. Legislative Requirement: National intelligence Act. Protection of information Act. Criminal procedure Act. PFMA and National Treasury Regulations. COIDA. Public service regulations. Promotion of Access to information Act. Skills: Client orientation and customer focus. Communication (verbal and written). Campaign management. People and performance management. Problem solving and analysis. Planning and organizing. Knowledge management. Negotiation. Decision making. People management. Computer literacy. Research skills.
- DUTIES** : Implement the fraud investigation policy, strategy and procedure within the Fund. Coordinate the execution of Fraud investigation plans. Conduct analysis on cases received. Supervision of staff.
- ENQUIRIES APPLICATIONS** : Ms N Nozigwaba Tel No: (012) 406 5689  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF20@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/29** : **ASSISTANT DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/68**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three years' tertiary qualifications in Business Administration/Project Management/Development Studies/Information Technology. Project Management certificate will be an added advantage. 4 years' functional experience in project co-ordination and management of which 2 years should be supervisory experience. Knowledge: Compensation fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies e.g. Ms projects etc. COIDA. Customer Service (Batho Pele principles). Public policy and framework Legislative Requirement: Public finance Management Act (PFMA). Public service regulations Act. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to information Act. PAJA. The constitution of RSA. Labour Relations

Act. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. Skills: Programme and project management. Strong analytical skills. Project monitoring and evaluation. Communication skills (verbal and written). Conflict Management. Decision Making. Budgeting and Financial Management. People and Performance Management. Diversity Management. Planning and organizing. Risk Management. Change Management.

**DUTIES** : Provide project/programme support in terms of planning project activities and deliverables. Track project budget and expenditure. Co-ordinate project/programme quality management. Assist in ensuring that best practice is implemented in all projects/programmes. Manage resources in the sub-directorate.

**ENQUIRIES APPLICATIONS** : Ms M Khosa at 066 478 0037  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF22@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/30** : **ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDITS REF NO: HR 5/1/2/3/69**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three years' tertiary qualifications in Internal Audit/Accounting/Cost and Management Accounting. Internal Audit Technician-IAT as an added advantage. Certificate Internal Auditor-CIA as an added advantage. Institute of Internal Auditors. 4 years' functional experience in compliance and assurance/Financial audits/Operational audits/Regulatory audits of which 2 years in supervisory experience. Knowledge: Compensation fund policies, procedures, processes. Internal audits standards. Compliance and assurance processes. Internal Professional Practice Framework. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.

**DUTIES** : Provide inputs and implement the compliance and assurance audits strategies, plan, guidelines and methodology. Conduct compliance and assurance audits assignments in accordance with the audit methodology. Provide progress on compliance and assurance audits activities.

**ENQUIRIES APPLICATIONS** : Ms B Kalomba Tel No: (012) 319 9291  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF23@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/31** : **ASSISTANT DIRECTOR: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/78**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three- year qualification in Accounting/Auditing/Compliance Management. 4 years' functional experience in employer assessment/revenue management /Financial management/auditing/compliance management/health insurance environment of which 2 years at supervisory level. Knowledge: Compensation fund policies, procedures and processes. Relevant stakeholders and customers. Customer Service (Batho Pele Principles). COIDA. Public Service Act (PSR). Protection of Personal Information Act (POPIA). Promotion of

Access to Personal Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognised Accounting practices (GRAP). Financial and budgeting management. Fund Governance and Risk Management. Customer Service (Batho Pele Principles). Understanding of risk management and audit practices. Debtors Management. Legislative Requirement: Public Finance Management Act (PFMA). National Treasury Regulations (NTR). Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organising and facilitation. Analytical thinking. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making. Computer literacy. Customer Focus and Responsiveness. People and Performance Management. Team leadership. Planning and Organising. Project management. External Environmental Awareness.

**DUTIES** : Provide support to provincial Office COIDA compliance. Coordinate the employer audit activities within the Fund. Facilitate COIDA compliance rate and links with relevant units. Manage all resources in the Sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr K Makgamatha at 066 120 9681  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/32** : **ASSISTANT DIRECTOR: BUSINESS CONTINUITY MANAGEMENT REF NO: HR 5/1/2/3/79**

**SALARY CENTRE** : R444 036 per annum  
: Compensation Fund, Pretoria

**REQUIREMENTS** : Three-year tertiary qualification in Public Administration/Public Management/ Business Management/Internal Auditing/Risk Management/Economics. Certificate in Business Continuity Management will be added advantage. 4 years' functional experience in Business Continuity Management/ Disaster Recovery/ 2 years at Risk Management Combined with 2 years' experience in a Business Continuity Management environment. Knowledge: Compensation Fund policies, procedures and processes. Fund Governance and Risk Management. Budgeting and Financial Management. Public Service Regulation (PSR). Knowledge of corporate governance requirement. Awareness of risk finance and risk control concepts. Knowledge of Public Works Act. National Treasury Regulations. Knowledge of ISO 22301. Crisis management processes. COIDA. Legislative Requirement: Occupational Health and Safety Act 90HS). Disaster Management Act. Skills: Communication (verbal and written). People and Performance Management. Diversity Management. Planning and organizing. Project or programme management. Risk Management. Change Management. External Environmental Awareness.

**DUTIES** : Provide inputs in the development of business continuity management plans, policies and strategies. Coordinate the implementation entity-wide business continuity strategies and response arrangements. Conduct awareness campaigns to alert employees of disruptive events.

**ENQUIRIES APPLICATIONS** : Ms KDL Masanabo at 079 1002 866  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/33** : **ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/81 (X2 POSTS)**

**SALARY CENTRE** : R444 036 per annum  
: Compensation Fund, Pretoria

**REQUIREMENTS** : Three-year qualification in Internal Audit/ Computer Science/ Information System. Certified Information System Auditor-CISA as an added advantage. Certified Information Security Manager-CISM as an added advantage.

Certified Information System Security Practitioner-CISSP as an added advantage. 4 years' functional experience in ICT audits of which 2 years in supervisory experience. Statutory Body Requirements: Institute of Internal Auditors. ISACA. Knowledge: Compensation Fund policies, procedures, processes. ICT Audits standards. COBIT (Control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.

**DUTIES** : Provide inputs and implement the ICT audits strategies, plans, guidelines and methodology. Conduct ICT audits assignments in accordance with the audit methodology. Provide progress on ICT audits activities. Management of resources in the sub-directorate.

**ENQUIRIES** : Ms T Dikokoe at 071 148 4046  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/34** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10/605 (X2 POSTS)**  
 Re-advert, applicants who previously applied are encouraged to re-apply

**SALARY** : R444 036 per annum  
**CENTRE** : Provincial Office: Cape Town (Western Cape)  
**REQUIREMENTS** : Three years' tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development Studies/ Social Science. Valid driver's license. 4 years' experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development/ Entrepreneurial and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

**DUTIES** : Implementing training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management system and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

**ENQUIRIES** : Mr. Q Bowman Tel No: (021) 441 8120  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 21/35** : **SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR 4/4/10/606**

**SALARY** : R376 413 per annum  
**CENTRE** : Provincial Office: Cape Town (Western Cape)  
**REQUIREMENTS** : Three year's tertiary qualification (NQF Level 6) in Accounting/Finance. Two (2) year's functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Service Act (PSA), Public Service Regulations (PSR) Public Finance Management Act (PFMA).

		Skills: Communication, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal.
<b><u>DUTIES</u></b>	:	Provide accounts receivable and revenue collection services. Render debt recovery services in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Q. Bowman Tel No: (021) 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<b><u>POST 21/36</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: COIDA REF NO: HR 4/4/10/607</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum
	:	Provincial Office: Cape Town (Western Cape)
	:	Three-year tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. Two (2) to three (3) year's relevant experience, two years' Supervisory experience. Code EB Drivers Licence. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Treasury Regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act. Skills: Communication, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal.
<b><u>DUTIES</u></b>	:	Coordinate, monitor, and review processes within COID sections and Labour Centres. Ensure timely responses to both internal and external COID. Verify accuracy of COID claims and other CC related documents received by provincial office. Liaise with medical service providers on payments of accounts. Manage and present on the job capacity development to enhance job performance of staff to plan and organise work to subordinates. Implement policies and procedures of the Department. Monitor staff performance and consolidate monthly stats and reports for Assistant Director. Prepare letters for clients, pensioners, attorneys and other stakeholders. Conduct presentation to stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Q. Bowman Tel No: (021) 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
<b><u>POST 21/37</u></b>	:	<b><u>OHS INSPECTOR (X10 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 413 per annum
	:	Somerset West Labour Centre (Western Cape) Ref No: HR 4/4/10/608 (X4 Posts)
	:	Cape Town Labour Centre (Western Cape) Ref No: HR 4/4/10/609 (X1 Post)
	:	Mossel Bay Labour Centre (Western Cape) Ref No: HR 4/4/10/610 (X1 Post)
	:	Mitchell's Plain Labour Centre (Western Cape) Ref No: HR 4/4/10/611 (X1 Post)
	:	Oudtshoorn Labour Centre (Western Cape) Ref No: HR 4/4/10/612 (X1 Post)
	:	Knysna Labour Centre (Western Cape) Ref No: HR 4/4/10/613 (X1 Post)
	:	Worcester Labour Centre (Western Cape) Ref No: HR 4/4/10/614 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus three (3) year tertiary qualification in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act – relevant key elements, Relevant guidelines of aforementioned legislation Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills,

- Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS** : Mr Q Bowman Tel No: (021) 441 8120  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
- POST 21/38** : **OHS INSPECTOR REF NO: HR4/4/5/7**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Stanger Labour Centre  
: Senior Certificate plus a 3 year recognised qualification in the relevant field, ie. Electrical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Acts, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS** : Ms S Mkhize Tel No: (032) 437 8448  
: Deputy Director: Labour Centre Operations: P.O Box 138, Stanger, 4450 or hand deliver at 12 Cator Street, Stanger.
- FOR ATTENTION** : Sub-directorate: Deputy Director: Labour Centre Operations, Stanger
- POST 21/39** : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/6/186**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Labour Centre: Jane Furse  
: Senior Certificate plus a three year recognized qualification in the relevant field i.e Mechanical Engineering/Mechatronics Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes\_ - incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling



skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and Conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES APPLICATIONS** : Ms. TE Maluleke Tel No: (015) 290 1768

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Sub-directorate: Human Resources Management, Polokwane

**POST 21/40** : **OHS: INSPECTOR: ELECTRICAL ENGINEERING (X2 POSTS)**

**SALARY CENTRE** : R376 413 per annum  
 : Labour Centre: Jane Furse Ref No: HR 4/4/6/184 (X1 Post)  
 : Labour Centre: Louis Trichardt Ref No: HR 4/4/6/197(X1 Post)

**REQUIREMENTS** : Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Electrical Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant Labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns an all Labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

**ENQUIRIES APPLICATIONS** : Mr. Makgobola Tel No: (015) 290 1664

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Sub-directorate: Human Resources Management, Polokwane.

**POST 21/41** : **SENIOR COID EMPLOYER AUDITOR: REF NO: HR4/4/5/79**

**SALARY CENTRE** : R376 413 per annum  
 : Provincial Office: KZN

**REQUIREMENTS** : Three (3) years qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce. 1 – 2 years' experience in Internal Auditing/ Accounting/ Financial Management. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles,

		Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, Public Service Act, Public Service Regulations, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Innovative and creative.
<b><u>DUTIES</u></b>	:	Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce Compliance. Supervisor the resources within the section.
<b><u>ENQUIRIES</u></b>	:	Ms P Shandu Tel No: (031) 366 2095
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Provincial Operations: P.O Box 940, Durban, 4001 OR hand deliver at 267 Anton Lembede Street, Durban.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations: Provincial Operations: KwaZulu-Natal.
<b><u>POST 21/42</u></b>	:	<b><u>OHS INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Vryheid Labour Centre Ref No: HR4/4/5/75 (X1 Post) Newcastle Labour Centre Ref No: HR4/4/5/76 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus a 3 year recognised qualification in the relevant field i.e Chemical Engineering, Chemistry, Occupational Hygiene or Environmental Health. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr F Dladla Tel No: (034) 980 8916 (Vryheid) Mr S Pillay Tel No: (034) 312 3334 (Newcastle)
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Labour Centre Operations: PO Box 430, Vryheid, 3100 Or hand deliver at 99 Landrose Street, Vryheid. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Vryheid Deputy Director: Labour Centre Operations: PO Box 985, Newcastle, 2940 OR hand deliver at 29 Scott Street, Newcastle. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Newcastle
<b><u>POST 21/43</u></b>	:	<b><u>OHS INSPECTOR (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	KwaMhlanga Labour Centre Ref No. HR4/4/7/11 (X1 Post) Secunda Labour Centre Ref No. HR4/4/7/170 (X1 Post) Mkhondo Labour Centre Ref No. HR 4/4/7/171 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry. A valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OSH Regulations, South African National Standards (Codes)-incorporated (Codes become regulations), Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, Employment Equity

		Act- relevant key elements, Relevant guidelines of the aforementioned legislation. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant Labour legislations including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all other relevant Labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr AM Rachoshi at 066 3039 187 Ms R Masilo Tel No: (017) 631 2585 Mr JRM Makate Tel No: (017) 826 1883
<b><u>APPLICATIONS</u></b>	:	Acting Deputy Director: Labour Centre Operations, Private Bag X4016, KwaMhlanga, 1022 or hand deliver at: Government Complex, Old Parliament, Building, Nr 6 KwaMhlanga. Deputy Director: Labour Centre Operations, Private Bag X9057 Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda. Acting Deputy Director: Labour Centre Operations, Private Bag X34 Piet Retief, 2380 or hand deliver at: Balalas Building 42, Kotze Street, Piet Retief.
<b><u>POST 21/44</u></b>	:	<b><u>OHS INSPECTOR REF NO: HR 4/4/8/891</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Sasolburg Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus 3 year recognised qualification in the relevant field, ie. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers Licence. Zero Experience. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Ms M Lelope Tel No: (016) 970 3200
<b><u>APPLICATIONS</u></b>	:	Provincial Office, Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State.

**POST 21/45** : **SENIOR PRACTITIONER: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/1/SPRPD/UIF**

**SALARY** : R376 413 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Social Sciences/ Public Administration /Management / Development Studies at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Research and Policy Development environment. Knowledge: Policy Analysis, Development, Review and Management. Research Management. Quality Management. Project Management. Skills: Report writing. Diversity Management. Policy Analysis, Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, PowerPoint and Statistical Software such as SPSS). Communication. Research Methodology. Conflict Management. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing. People Management.

**DUTIES** : Conduct policy development processes in UIF. Participate in policy review within the UIF. Conduct research studies for UIF. Supervise Resources.

**ENQUIRIES** : Mr M Mtingane Tel No: (012) 337 1989  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/46** : **SENIOR PRACTITIONER: CHANGE MANAGEMENT REF NO: HR4/4/3/1/SPCM/UIF**

**SALARY** : R376 413 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three (3) years' tertiary qualification (NQF Level 6) in Organisational Psychology / Public Administration / Public Management / Management Services / Human Resources / Operations Management / Production Management. Two (2) years functional experience in Change Management environment. Knowledge: Public Finance Management Act (PFMA). Project Management approaches, tools and phases. Public Service Regulation (PSR). Basic Conditions of Employment Act (BCEA). Public Service Act. (PSA). Labour Relations Act (LRA). Skills: Communication skill both written and verbal. People Management. Problem Solving. Computer literacy. Time Management. Analytical. Presentation. Interpersonal. Report Writing. Planning and Organizing.

**DUTIES** : Diagnoses organizational, individual culture and climate change within the Fund. Develop, review and implement change management strategy. Develop, review and implement procedure manuals and processes. Supervise resources (Human, Financial. Equipment/ Assets) in the section.

**ENQUIRIES** : Ms K Mahlake Tel No: (012) 337 1579  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/47** : **SENIOR PRACTITIONER: MARKETING AND EVENTS MANAGEMENT REF NO: HR4/4/3/1/SPMEM/UIF**

**SALARY** : R376 413 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Communication / Marketing / Public Relations and Events Management at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Communication environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Promotion to Access of Information Act. Unemployment Insurance Contribution Act (UICA). Public Finance Management Act (PFMA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Branding Management. Branding Principles. Problem Solving. Computer Literacy. Communication. Analytical. Interpersonal. Report Writing. Planning and Organizing.

**DUTIES** : Render UIF promotional and marketing events. Promote UIF brand to stakeholders. Maintain inventory control and distribution of promotional,

marketing and branding material. Conduct advocacy sessions to secondary stakeholders.

**ENQUIRIES APPLICATIONS** : Mr TE Radzilani Tel No: (012) 337 1694  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/48** : **SENIOR EMPLOYER AUDIT SERVICES OFFICER REF NO: HR 4/4/88**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Provincial Office: Northern Cape  
: Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Valid driver's licence. Two (2) years functional experience in Auditing and / Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. LRA. UI Contributions Act. Skills Development Act. Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Innovative, Analytical, Research, Project management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA program strategy. Analyse the system that provide expert advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervisor resources within the unit.

**ENQUIRIES APPLICATIONS** : Mr IS Vass Tel No: (053) 331 1752  
: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley

**POST 21/49** : **OHS INSPECTOR (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Labour Centre: Kimberley Ref No: HR 4/4/8/73  
: Labour Centre: Calvinia Ref No: HR 4/4/8/72  
: Senior Certificate plus a Three (3) year recognised qualification in the relevant field, i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Valid driving license. Knowledge: Departmental policies and procedures. Occupational Health and Safety Act, as amended. Regulations (21). South African National Standards (codes)-incorporated Codes become regulations. Compensation for Occupational Injuries and Diseases Act. Unemployment Insurance Act. Skills: Planning organizing. Communication. Computer literacy. Facilitation. Interpersonal. Conflict handling. Negotiation. Problem solving. Interviewing. Presentation. Innovation. Analytical. Verbal and written communication.

**DUTIES** : To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES APPLICATIONS** : Ms. S Mbeke Tel No: (053) 838 1580  
: Ms N Lithoko Tel No: (053) 838 1632  
: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

**FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management

**POST 21/50** : **SENIOR CLAIMS ASSESSOR REF NO: HR4/4/8/74**  
Re-advertisement: Applicants who previously applied are encouraged to re-apply

**SALARY** : R376 413 per annum  
**CENTRE** : Labour Centre: Uppington  
**REQUIREMENTS** : Three-year tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management / Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing /HRM/ Nursing. 2 years' functional experience in claims/ medical processing environment. Knowledge: Relevant Compensation Fund policies and business process. Public Service Act and Regulations. Customer Services (Batho Pele Principles). COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations. Skills: Planning and Organising. Problem solving. Analytical. Decision making. Communication (Written & Verbal). Computer literacy. Interpersonal Relationship. Good client relations. Innovative.

**DUTIES** : Adjudicate registration and fatal claims per delegation's requirements. Verify and refer complex claims to medical services for further adjudication. Authorise compensation benefits as der delegations. Handle complex inquiries and advocacy sessions. Supervision of staff.

**ENQUIRIES** : Mr. B Van Wyk Tel No: (054) 331 1752  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

**FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management

**POST 21/51** : **STATE ACCOUNTANT REF NO: HR4/4/3/1/SADM/UIF (X4 POSTS)**

**SALARY** : R308 154 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6) in Accounting / Financial Management / Cost and Management Accounting / Public Finance Management / Internal Audit / Taxation. One (1) year functional experience in the Finance environment. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Generally recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Debtors Management. Financial Management. Skills: Accounting. Communication. Computer Literacy. Interpersonal. Time Management. Report Writing. Planning and Organising. Numeracy. Analytical.

**DUTIES** : Maintain the debtor records. Follow up of outstanding debts including legal claims and third party collection. Prepare and review monthly reconciliations of non SARS debtors.

**ENQUIRIES** : Ms V Pillay Tel No: (012) 337 1499  
**APPLICATIONS** : Chief Director: Corporate Services: P.O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/52** : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/09**

**SALARY** : R308 154 per annum  
**CENTRE** : Provincial Office: KwaZulu-Natal  
**REQUIREMENTS** : Three (3) years qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving skills, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

**DUTIES** : Perform monitor the implication of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters.

Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

**ENQUIRIES** : Ms P Shandu Tel No: (031) 366 2095

**APPLICATIONS** : Deputy Director: Provincial Operations: P.O Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede Street, Durban.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations: Provincial Operations: KwaZulu-Natal.

**POST 21/53** : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR4/24/06/01**

**SALARY** : R308 154 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF) in Office Management; Information Management and Technology; Public Administration; Business Administration; Business Administration; Business Management; Public Management. One (1) functional experience in office administration/secretariat services. Knowledge: Departmental policies and procedures, planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organizing, Decision Making, Analytical, Project Management.

**DUTIES** : Provide a receptionist to the Branch/Chief Directorate including diary management for the Chief Director. Render a Secretariat Service for the Office of the Chief Director. Assist in monitoring and maintaining the budget including the supply chain for the Branch: IES/Chief Directorate. Facilitate and coordinate all logistical and resource requirement of the Branch: IES/Chief Directorate. Provide Management Information and records management services in the Branch: IES/Chief Directorate. Track and monitor projects tasks within the Branch: IES/Chief Directorate.

**ENQUIRIES** : Ms M Ruiters Tel No: (012) 309 4018

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Human Resource Operations, Head Office

**POST 21/54** : **LEGAL ADMINISTRATIVE OFFICER (MR3 - MR5) REF NO: EC/2024/06/04**

**SALARY** : Grade 3: R307 659 – R351 774 per annum, (OSD)  
Grade 4: R368 145 – R420 924 per annum, (OSD)  
Grade 5: R440 412 – R625 059 per annum, (OSD)

**CENTRE** : Provincial Office: Eastern Cape

**REQUIREMENTS** : Four (4) years legal tertiary qualification or equivalent. 3-5 post graduate experience in Legal Services Knowledge: Admission as an advocate of Attorney of the High Court of South Africa. Knowledge: DoL and Compensation Fund Business strategies and goals, Directorate/ sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value and business processes, Public Service Regulations, Policies and Procedures. COIDA Act, Regulations and Policies, Public Service Act, Occupational Health and Safety Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996(amended), Road Accident Fund (RAF), Unemployment Insurance (UIA), General Knowledge of the Public Service Regulations, LRA, EE Ac, SDA & BCEA. Skills: Required Technical Proficiency, Business Writing Skills, Analytical Thinking, Decision Making, Communication and information Management, Customer Focus and responsiveness, People and Performance Management, Managing Interpersonal conflicts and resolving problems, Planning and Organising, Team Leadership.

**DUTIES** : Provide an effective legal administrative and support services for the Fund. Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 applications hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.

**ENQUIRIES** : Dr B Dunga Tel No: (043) 702 7500

**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office, East London

**POST 21/55** : **LEGAL ADMINISTRATION OFFICER: (MR3 - MR5) COMPENSATION FUND REF NO: HR4/4/5/6**

**SALARY** : Grade 3: R307 659 – R351 774 per annum, (OSD)  
Grade 4: R368 145 - R420 924 per annum, (OSD)  
Grade 5: R440 412 – R625 059 per annum, (OSD)

**CENTRE REQUIREMENTS** : Provincial Office: Kwazulu-Natal  
Four (4) year legal qualification or equivalent. Three (3) to five (5) years post graduate experience in Legal Services. Valid driver's licence and Admission as an Advocate of Attorney of the High Court. Knowledge: Dol and Compensation Fund business strategies and goal, Directorate / sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service Regulations, Policies and Procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Required IT knowledge, Fund IT Operating System, Technical Knowledge, DPSA guidelines on COIDA. Skills: Required Technical proficiency, Business Writing Skills, Decision making, Self-Management, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Planning and organising, Problem solving, Project or programme management, Team leadership, Risk Management and Fund Governance, Change Management, External Environmental Awareness, Legal Skills.

**DUTIES** : Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 application hearings. Liaise with third parties. Manage and review claims of objections hearing process.

**ENQUIRIES APPLICATIONS** : Dr N Kahla Tel No: (031) 366 2033  
Acting Deputy Director: P.O Box 940, Durban, 4001 OR hand deliver at 267 Anton Lembede Street, Durban.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office, KwaZulu-Natal

**POST 21/56** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE GRADE 1) (X2 POSTS)**

**SALARY** : Grade 1: R307 473 – R362 187 per annum, (OSD)  
Grade 2: R375 480 – R442 296 per annum, (OSD)  
Grade 3: R451 533 - R578 826 per annum, (OSD)

**CENTRE** : Welkom Labour Centre Ref No: HR 4/4/8/887 (X1 Post)  
Bethlehem Labour Centre Ref No: HR 4/4/8/888 (X1 Post)

**REQUIREMENTS** : Four (4) years nursing degree/three years' diploma. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in trauma/ emergency/ internal/ medicine/ general surgery/ orthopaedics/ theatre at the regional public or private hospital is required. Experience in Medical claims processing/insurance environment will be added advantage. Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years' experience gained after registration. Knowledge: Dol and Compensation Fund objectives and business function, Compensation Fund Services, Directorate and sub-directorate goal and performance requirements, nursing legislation and or related legal as well as ethical nursing practices, Compensation Fund Policies, procedures and processes, Stakeholder and customers, Customer Service (Batho Pele Principle), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data records management, Telephone Skills and Etiquette.

**DUTIES** : Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability)



		and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claim and OD medical accounts.
<b><u>ENQUIRIES</u></b>	:	Dr B Ndzuta Tel No: (051) 505 6201
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State
<b><u>POST 21/57</u></b>	:	<b><u>UI CLAIMS OFFICER (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R255 450 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Thohoyandou Ref No: HR 4/4/6/188 (X1 Post) Labour Centre: Gqeberha Ref No: HR4/4/24/01 (X1 Post) Provincial Office: Cape Town (Western Cape) Ref No: HR4/4/10/615 (X1 Post) Provincial Office: Bloemfontein Free State Ref No: HR 4/4/8/894 (X1 Post) Provincial Office: Kimberley Ref No: HR4/4/8/56 (X1 Post) Provincial Office: KwaZulu-Natal Ref No: HR4/4/5/20 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate with Accounting or Mathematics as major subjects or equivalent. 0 to 6 months' experience required. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<b><u>DUTIES</u></b>	:	Receive and assess all the UI Claims on the relevant system in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute all payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<b><u>ENQUIRIES</u></b>	:	Ms GJ Mathakoane Tel No: (015) 290 1665 (Thohoyandou) Mr M Ngqolowa Tel No: (041) 506 5000 (Gqeberha) Mr Q Bowman Tel No: (021) 441 8120 (Western Cape) Ms N Zama, Tel No: (051) 505 6276 (Bloemfontein) Ms J Marais Tel No: (053) 838 1558 (Kimberly) Ms G Khomo Tel No: (031) 366 2331 (Kwazulu-Natal)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane. Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000 Or hand deliver at VSN Centre 116-134 Goven Mbeki Avenue. For Attention: Sub-directorate: Labour Centre Operations, Gqeberha. Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State. Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Human Resources Management. Deputy Director: Provincial Operations: PO Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate: Human Resources Operations, Durban.
<b><u>POST 21/58</u></b>	:	<b><u>RECORDS ADMINISTRATOR REF NO: HR4/4/24/01</u></b>
<b><u>SALARY</u></b>	:	R255 450 per annum
<b><u>CENTRE</u></b>	:	Gqeberha Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate with Accounting or Mathematics as a passed major subject. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<b><u>DUTIES</u></b>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to

all processed claims or any other matter relating to the processing of claims.  
Perform Administrative duties within the section.

**ENQUIRIES** : Mr M Ngqolowa Tel No: (041) 506 5000  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000 Or hand deliver at VSN Centre 116-134 Goven Mbeki Avenue.  
**FOR ATTENTION** : Sub-directorate: Labour Centre Operations, Gqeberha

**POST 21/59** : **CLAIMS PROCESSOR: COID (X3 POSTS)**

**SALARY** : R255 450 per annum  
**CENTRE** : Labour Centre: Cape Town Labour Centre (Western Cape) Ref No: HR 4/4/10/616 (X1 Post)  
Bellville Labour Centre (Western Cape Ref No: HR 4/4/10/617 (X1 Post)  
Durban Labour Centre Ref No: HR4/4/5/81(X1 Post)

**REQUIREMENTS** : Three-year tertiary qualification in Public Management/Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/Financial Accounting/ Cost and Management Accounting/ Operations Management/Production Management/ Auditing/ HRM/Nursing. Experience in Claims Processing environment will be an added advantage. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), Technical Knowledge, Promotion of Access to Information Act, POPIA. Skills: Computer literacy, Business Writing skills, Critical thinking, Report Writing, Communication (written and verbal), Emotional Intelligence, Conflict Resolution, Problem Solving, Data and Records Management, Customer Service.

**DUTIES** : Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administration activities.

**ENQUIRIES** : Mr Q Bowman Tel No: (021) 441 8120  
Mr SA Mchunu Tel No: (031) 331 1500

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.  
Deputy Director: Labour Centre Operations: PO BOX 10074, Durban 4001 or hand deliver at Government Buildings, Masonic Grove, Durban, 4001. For Attention: Sub-directorate: Deputy Director Human Resources Operations, KwaZulu-Natal

**POST 21/60** : **RECORDS ADMINISTRATOR: PAYMASTER SECTION REF NO: HR4/4/5/19**

**SALARY** : R255 450 per annum  
**CENTRE** : Pietermaritzburg Labour Centre

**REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent. Experience: No experience required. Knowledge: National Archives act, Batho Pele principles, Records Management, Departmental Policies and Procedures. Skills: Communication, Computer Literacy, Listening Skills, Planning and Organising, team player, Interpersonal skills, Innovative, dedicated, Supportive and Assertive.

**DUTIES** : Maintain the filing system as per directives of the archives and records management prescripts. Sort and prepare documents for disposal processes as in line with relevant prescripts. Perform administrative duties within the section as and when the need arises.

**ENQUIRIES** : Mr M September Tel No: (033) 341 5300  
**APPLICATIONS** : Deputy Director: Provision Operations: P/bag 9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu- Natal

**POST 21/61** : **CLAIMS CREDIT OFFICER (X2 POSTS)**

**SALARY** : R255 450 per annum  
**CENTRE** : Provincial Office: Kimberley Ref No: HR4/4/8/55 (X1 Post)  
Provincial Office: Mmabatho Ref No: HR 4/4/06/04 (X1 Post)

**REQUIREMENTS** : Grade 12/ Matric. 0 to 6 months' experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Treasury Regulations. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Unemployment Insurance Act (UIA).

Unemployment Insurance Contribution Act (UICA). Financial Systems. Financial Management Processes and Procedures. Skills: Financial Management. Communication (verbal & written). Computer Literacy. Time Management. Interpersonal. Planning and Organising. Analytical.

**DUTIES** : Collect outstanding Overpayments balance. Keep all Overpayment Debtors annually and electronically. Monitor the payments of benefits to clients.

**ENQUIRIES** : Ms J Marais Tel No: (053) 838 1558  
Mr MO Maluleke Tel No: (018) 387 8186

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Human Resources Management  
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

**POST 21/62** : **SENIOR ADMIN CLERK (CLAIMS PROCESSOR) REF NO: HR 4/ 4/4/01/05 (X2 POSTS)**

**SALARY** : R255 450 per annum  
**CENTRE** : Randburg Labour Centre stationed at Delta Building, Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification Degree/Diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies, procedure and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numbering, Business Writing Skill, Required IT Skills, Communication (Written and Verbal), Data capturing, Data and Records management, Telephone skills and Etiquette.

**DUTIES** : Handle claim registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Dr V Mabudusha Tel No: (012) 319 1933  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.

**POST 21/63** : **SENIOR ADMIN CLERK: CLAIMS PROCESSOR REF NO: HR 4/4/8/77**

**SALARY** : R255 450 per annum  
**CENTRE** : Labour Centre: Kimberley  
**REQUIREMENTS** : Three-year year tertiary qualification in degree/diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. 1-2 years' experience in a compensation or medical claims processing environment Knowledge: Compensation Fund policies, procedures and processes. Relevant Stakeholders. Human anatomy/Biology and medical terminology. Customer Service (Batho Pele Principles). COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations. Skills: Required Technical Proficiency. Numeracy. Business Writing skills. Required IT Skills. Communication (written and verbal). Data Capturing. Data and Records Management. Telephone Skills and Etiquette.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Ms S Mbeke Tel No: (053) 838 1580  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

**FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management

**POST 21/64** : **PERSONNEL OFFICER REF NO: HR 5/1/2/3/78 (X2 POSTS)**

**SALARY** : R216 417 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Grade 12 certificate A three-year qualification in Human Resource Management (NQF level 6). And Certificate in introduction to PERSAL system will be added as advantage. No experience. Knowledge: Compensation Fund objectives and business functions Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes.

- Stakeholders and customers. Customers Services (Batho Pele Principles). Fund Values. Required IT Knowledge. Legislative Requirement: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. General knowledge of the Basic Condition of Employment Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Data Capturing. Data and records management. Telephone skills and Etiquette.
- DUTIES** : Administer leave of absence. Implement conditions of service and employee benefits. Administer termination of service. Safe keep HR records. Conduct physical verification of employees.
- ENQUIRIES APPLICATIONS** : Mr ST Thamaga/ Ms A Nel Tel No: (012) 406 5701/5723  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF22@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/65** : **PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/88 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
: Compensation Fund, Pretoria  
: Matric/Grade 12. No Experience. Knowledge: Compensation Fund objectives and business functions. Directorate or Sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund value chain and business processes. Stakeholders and customers. Customers service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Polices. Human Resource planning procedure. Legislative Requirement: COIDA Act, Regulations and policies. Public service Act. Occupational Health and safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the public service regulations. Skills: Required Technical Proficiency. Business Writing skills. Data Capturing. Data and records management. Telephone skills and Etiquette.
- DUTIES** : Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR records.
- ENQUIRIES APPLICATIONS** : Mr SV Radzuma/ Ms CL Mashishi Tel No: (012) 406 5723  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF19@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/66** : **REGISTRY CLERK: BENEFICIARY SERVICES REF NO: HR 4/4/06/05**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
: Vryburg Labour Centre  
: Grade 12/ Senior Certificate or Equivalent. No experience required. Knowledge: National Archive Act. Public Service Regulation. Public Service Act. Public Finance Management Act. Batho Pele Principles. Record Management Act. Skills: Communication. Listening. Computer literacy. Interpersonal. Time Management. Planning and Organizing.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render effective filling and record management services. Process documents for archiving and/disposal.
- ENQUIRIES APPLICATIONS** : Mr MO Maluleke Tel No: (018) 387 8186  
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
- POST 21/67** : **SENIOR ADMINISTRATION CLERK: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/3/1/SACAFM/UIF**
- SALARY** : R216 417 per annum

**CENTRE REQUIREMENTS** : Unemployment Insurance Fund, Pretoria  
: Grade 12 Certificate. Valid Driver's License required. No experience required. Knowledge: Public Service Regulation (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). National Travel Management Framework. Asset Management Framework. Fleet Management. Traffic Regulations. National Treasury Regulations. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Skills: Problem Solving. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report writing. Time management.

**DUTIES** : Provide fleet administration support service. Render asset management clerical services. Provide travel and accommodation administration support service. Provide general clerical support services within the section. Provide financial administration support services in the section.

**ENQUIRIES APPLICATIONS** : Ms F Nape Tel No: (012) 337 1578  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 21/68** : **ADMINISTRATIVE CLERK: EMPLOYER AUDIT REF NO: HR4/4/8/89**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
: Provincial Office Northern Cape  
: Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and Organizing, Communication, Computer Literacy. Behavioural Attributes: Assertive, Ability to prioritize tasks, Ability to work under pressure.

**DUTIES** : Render administration support services for the sub-directorate, Control the movement of documents and files in the sub-directorate, Provide Supply Chain Management support in the sub-directorate, Render Human Resources support services for the sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr IS Vass Tel No: (053) 838 1702  
: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley

**POST 21/69** : **PRINCIPAL MACHINE OPERATOR: MAINTANANCE MANAGEMENT REF NO: HR4/4/3/1/PMO/UIF**

**SALARY CENTRE REQUIREMENTS** : R183 279 per annum  
: Unemployment Insurance Fund, Pretoria  
: Senior Certificate / Grade 12. No experience required. Knowledge: Public Finance Management Act (PFMA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Promotion of Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Negotiation. Analytical. Accuracy.

**DUTIES** : Reproduce official documentation according to the customer specifications. Ensure that all photocopy machines, binding machines etc. are in good condition. Render administrative duties as and when there is a need.

**ENQUIRIES APPLICATIONS** : Ms P Phoolo Tel No: (012) 337 1757  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

## DEPARTMENT OF HOME AFFAIRS

*The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions. Reasonable accommodation shall be applied for People with Disabilities.*

**APPLICATIONS**

: Applications must be sent to the correct DHA address specified; or submitted on the following the link: <https://essa@labour.gov.za>. Search opportunity name per Province and town, e.g. mobile officer. Applicants who do not have access to the internet may submit their applications to the nearest Regional Offices of the Department of Employment and Labour (Labour Centres); Enquiry related to the system: PES@labour.gov.za and enquiries related to the work opportunities: Vusi.Mazibuko@labour.gov.za (082 886 9627) and Siphamandla.Xaba@labour.gov.za (076 983 8905) as well as Call Centre for system enquiries 086 010 1018. Quoting the relevant reference number, direct your application to: The Department of Home Affairs Office as follows:  
**Eastern Cape:** Postal Address: Private Bag 7413, King Williams Town, 5600, Physical address: 11 Hargreaves Avenue, King William's Town, 5600  
**Gauteng:** Postal Address: Private Bag X108, Braamfontein, 2017, Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017  
**KwaZulu-Natal:** Postal Address: Private Bag X 09, Pietermaritzburg, 3209. Physical address: 181 Church Street, Pietermaritzburg 3209  
**Limpopo:** Postal Address: Private Bag X 9517, Polokwane, 0700. Physical Address: 89 Biccard Street, Polokwane, 0699  
**Mpumalanga:** Postal Address: Private Bag X11264, Nelspruit, 1200, Physical Address: 29 Bester Street, Nelspruit, 1200  
**Northern Cape:** Postal Address: Private Bag X 6073, Kimberley 8300. Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300  
**Western Cape:** Postal Address: Private Bag X 9103, Cape Town, 8000. Physical Address: 4th Floor FairCape Building, 56 Barrack Street, Cape Town, 8000

**CLOSING DATE**

: 01 July 2024

**NOTE**

: Directions to applicants: Applicants must be submitted on the New Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za); Applicants MUST fully complete the application form; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) and detailed duties of each employment period, including the details of at least two contactable employment references (as recent as possible). Applicants for the position of Mobile Officer MUST indicate the full details of the driver's licence as well as the Professional Driving Permit, PDP, these must be valid at the time of submission of the application. Shortlisted candidates will be required to submit a copy of Identity Document (ID), a valid driver's licence, a valid Professional Driving Permit, as well as copies of the highest qualification/s on or before the day of the interview; submit, where applicable, evaluated results from the South African Qualifications Authority (SAQA) for foreign acquired qualifications, and submitted on or before the closing date. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you are committed to delivering on the National Development Plan's (NDP's) priorities, ascribe the Department's shared value set, have what it takes to serve the needs of South African citizens, residents and visitors, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. Selection: in the filling of entry level positions, preference, where applicable, may be given to unemployed youth / graduates, and / or who have successfully completed their respective skills development programmes, who satisfy the inherent requirements of the post and reside within close proximity to the office where the post is based. Shortlisted candidates for the position of Mobile Officer will be subjected to an interview, technical and Role Behaviour Assessments. Candidates considered suitable will be subjected to employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications). Appointed persons will be required

to - serve a prescribed probation period; and obtain security clearance appropriate to the post and within the prescribed timeframe.

#### **OTHER POSTS**

#### **POST 21/70**

#### **MOBILE OFFICER (X20 POSTS)**

This is a re-advertisement, Candidates who have previously applied may re-apply.

#### **SALARY CENTRE**

R308 154 - R362 994 per annum (Level 07)

Eastern Cape: Medium Office: Humansdorp Ref No: HRMC 26/24/1 (X1 Post)  
Eastern Cape: Medium Office: Cleary Park Ref No: HRMC 26/24/2 (X1 Post)  
Eastern Cape: PSP: Stutterheim Ref No: HRMC 26/24/3 (X1 Post)  
Gauteng: Medium Office: Heidelberg Ref No: HRMC 26/24/4 (X1 Post)  
KwaZulu-Natal: Large Office: Ethekeini Ref No: HRMC 26/24/5 (X1 Post)  
KwaZulu-Natal: Medium Office: Kokstad Ref No: HRMC 26/24/6 (X1 Post)  
KwaZulu-Natal: Medium Office: Nongoma Ref No: HRMC 26/24/7 (X1 Post)  
Limpopo: Large Office: Polokwane Ref No: HRMC 26/24/8 (X1 Post)  
Limpopo: Medium Office: Groblersdal Ref No: HRMC 26/24/9 (1 Post)  
Limpopo: PSP: Praktiseer Ref No: HRMC 26/24/10 (X1 Post)  
Mpumalanga: Medium Office: Mapulaneng Ref No: HRMC 26/24/11 (X1 Post)  
Mpumalanga: Medium Office: Mkobola Ref No: HRMC 26/24/12 (X1 Post)  
Northern Cape: Large Office: Kuruman Ref No: HRMC 26/24/13 (X1 Post)  
Northern Cape: Medium Office: Jan Kempdorp Ref No: HRMC 26/24/14 (X1 Post)  
Northern Cape: Medium Office: Springbok Ref No: HRMC 26/24/15 (X1 Post)  
Northern Cape: Medium Office: Calvinia Ref No: HRMC 26/24/16 (X1 Post)  
Northern Cape: Medium Office: Prieska Ref No: HRMC 26/24/17 (X1 Post)  
Western Cape: Medium Office: Beaufort-West Ref No: HRMC 26/24/18 (X1 Post)  
Western Cape: PSP: Vredenburg Ref No: HRMC 26/24/19 (X1 Post)  
Western Cape: Medium Office: Vredendal Ref No: HRMC 26/24/20 (X1 Post)

#### **REQUIREMENTS**

An undergraduate qualification in Public Administration / Public Management / Business Administration / Administrative Management / Operations / Human Resources / Business Management at an NQF Level 6 as recognised by SAQA. An NQF level 7 qualification in Bachelor of Administration / Business Administration / B-Tech in or Advanced Diploma in Public Administration / Public Management / Operations / Human Resources / Business Management / Bachelor of Arts and a qualification with majors in Industrial Psychology and Public Administration will be an added advantage. One (1) year clerical experience will be an added advantage. Experience in client and customer service environment will be an added advantage. Sound knowledge of Batho Pele Principles. A valid driver's licence (Code 10) and a valid Professional Driving Permit (PDP). Basic knowledge of Public Service Regulations. Basic knowledge of the Departmental Legislation and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework Knowledge of Civic Services Operations. Basic knowledge of Civic Services Prescripts. Required skills and competencies: Communication and sound interpersonal skills. Time management. Problem solving skills. Planning and organizing. Supervisory skills. Basic Report writing skills. Basic Computer literacy. Extensive travelling is required.

#### **DUTIES**

The successful candidate will be responsible for the following specific tasks: Supervise and administer the daily operations of Civic Services functions within the Mobile Offices, Identity Document, Birth, Marriage and Death (BMD) and Passport application processes. Supervise and monitor operations in different service points. Management of queues for clients visiting the office and daily operation of the office. Ensure that the Mobile Office is properly maintained and examined to render services. Perform daily trips and post-trip vehicle inspections and ensure that the Mobile Unit is in the best safety condition at all times. Implement effective risk and compliance in line with the relevant practices. Facilitate the provision of client services to service points. Operate the specialised equipment in the front and back office as required. Drive the mobile unit to the required service point and ensure that the mobile unit is set up at the required location at the scheduled time. Ensure that clients embark and disembark (i.e. disabled clients) the mobile units where required. Maintain relationship with various internal and external stakeholders. Comply with

**ENQUIRIES**

relevant Civic Services frameworks. Supervision of resources (human and physical) within the unit.

:

Eastern Cape: Mr S Mapukata Tel No: (043) 604 6418  
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039  
KwaZulu-Natal: Ms N Tshezi Tel No: (033) 845 5003  
Limpopo: Mr J Kgole Tel No: (015) 287 2802  
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504  
Northern Cape: Ms S Botha Tel No: (053) 807 6700  
Western Cape: Mr M Pienaar Tel (021) 488 1409



## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.*

- APPLICATIONS** : **Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatjie Drive, Room B107, Kimberley.  
**National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685
- CLOSING DATE** : 01 July 2024
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). 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. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions

of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process. Note: OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate (submitted prior to appointment). For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

#### **OTHER POSTS**

- POST 21/71** : **LAW RESEARCHER REF NO: 2024/75/OCJ**
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Northern Cape Division of The High Court: Kimberley  
 : Matric Certificate and a Bachelor’s Degree (NQF8) in LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years’ legal experience obtained after qualification. A minimum of three (3) years legal research experience. Completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat) Skills and Competencies: Excellent research and analytical skills, Report writing and editing skills, Excellent communication skills (written and verbal), Problems analysis, solving and planning skills, Computer literacy (MS Word), Project Management, including planning and organizing ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail, Interpersonal skills, Ability to work under pressure, Time management skills, Creative and analytical skills.
- DUTIES** : Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyze it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge’s attention, prepare a comprehensive memorandum on the outcome of the research, Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyse it thoroughly, Prepare PowerPoint presentations, perform quasi-judicial functions, Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court-related work requested to improve the efficiency of the court.
- ENQUIRIES** : Ms S Basson Tel No: (053) 492 3501  
 : Ms L Wymers Tel No: (053) 492 3533
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals
- POST 21/72** : **ADMINISTRATION CLERK: HRD & PMDS REF NO: 2024/76/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Midrand  
 : Matric Certificate. A three-year National Diploma/Degree in HRM/Public Administration or equivalent and relevant qualification at NQF level 6 with 360 credits as recognised by SAQA will be an added advantage. A valid driver’s license Skills and Competencies: Knowledge of PERSAL will be an added advantage. (shortlisted candidates will be required to submit PERSAL

certificate/results), Knowledge of HRM/D legislation and policies, knowledge and understanding the concepts of HRD and PMDS. Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service, Knowledge of HRD related standards, practices, processes and procedure, Batho Pele principles. Communication skills, Problem solving skills, Project management skills, Analytical skills, Report writing skills, Presentation skills, Organising and planning skills, Computer literacy (Ms Office).

**DUTIES**

: Provide support to Human Resource Management and Development processes. Provide administrative services to internal bursaries processes within OCJ. Administer the departmental induction programme. Provide administrative support for PMDS. Provide administration for moderation of performance and implementation of performance incentives. Provide administrative support service.

**ENQUIRIES**  
**NOTE**

: Technical enquiries: Ms B Mahlangu/Mr M Mbele Tel No: (010) 493 2638/2689  
Organisation will give preference to candidates in line with the Employment Equity goals.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

*The Department of Cooperative Governance & Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.*

- APPLICATIONS** : Must be submitted using one of the following options: Post: directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605, or be Hand delivered to the Cooperative Governance & Traditional Affairs Foyer at Tyamazashe Building, Phalo Avenue in Bhisho, or via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. For any e-Recruitment enquiries, send an email with your ID Number, your Profile email Address and the Details of your issue to: [ecruitment@eccogta.gov.za](mailto:ecruitment@eccogta.gov.za), do not send your CV to this email, should you do so, it will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Applicants are encouraged to use the e-Recruitment System.
- FOR ATTENTION** : Mr M. Ncanywa
- CLOSING DATE** : 01 July 2024. No late applications will be accepted
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## MANAGEMENT ECHELON

### POST 21/73

### DIRECTOR: TRADITIONAL LEADERSHIP INSTITUTIONAL COORDINATION REF NO: COGTA: 01/05/2024

#### SALARY CENTRE REQUIREMENTS

: R1 216 824 – R1 433 355 per annum (Level 13)  
: Head Office / Bhisho  
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Management / Administration or relevant qualification. Five (5) years' experience at a middle management level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Competencies: Strategic leadership and communication skills. An understanding of the operational environment of the Department and the Institution of Traditional Leadership and its service delivery imperatives. Extensive knowledge of the Traditional Leadership and 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 the legislation and policy development. Programme and Project Management skills. 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. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

#### DUTIES

: Ensure overall facilitation and support to Traditional Leadership institutions (Traditional, Principal and Kings Councils) in the performance of their functions. Provide advice and information to institution of Traditional Leadership Institutions. Ensure coordination of information management and institutional memory for the Institution of traditional leadership. Coordinate and monitor the functionality of Traditional, Principal and Kings Councils. Ensure the allocated resources of the Directorate is in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/directorate produces excellent work in terms of quality / quantity and timeliness. Resolution of conflicts. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Oversee development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the directorate. Oversee daily employee performance and ensure timely Performance Assessments of all subordinates. Oversee management, maintenance and safekeeping of assets.

#### ENQUIRIES

: Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

### POST 21/74

### DIRECTOR: HUMAN RESOURCE UTILISATION & CAPACITY DEVELOPMENT REF NO: COGTA: 02/05/2024

#### SALARY CENTRE REQUIREMENTS

: R1 216 824 – R1 433 355 per annum (Level 13)  
: Head Office / Bhisho  
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Public Administration / Human Resource Management or relevant qualification. Five (5) years' experience at a middle management level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Competencies: Understanding of the performance management and development system skills. Development legislation and HR policies.

#### DUTIES

: Provide strategic leadership pertaining to development and planning plus performance management and development. Response for the development and implementation of HR policies, plans, and strategy. Manage the development, maintenance, and implementation of Workplace Skills Plan. Identify strategic priorities for Training, Learnership, Internship, Induction and Mentorship programmes with the Department. Manage implementation of performance management and development system. Provide leadership in supporting the development of a stronger performance management culture.

Provide guidance and support to staff within the Human Resource Utilisation & Capacity Development Directorate. Responsible for the Directorate's budget and resources in accordance with the Public Finance Management Act.

**ENQUIRIES**

: Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/75**

**DIRECTOR: RAPID RESPONSE REF NO: COGTA: 03/05/2024**

**SALARY**

: R1 216 824 – R1 433 355 per annum (Level 13)

**CENTRE**

: Head Office / Bhisho

**REQUIREMENTS**

: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in the related field. Five (5) years' work experience in the middle management level in the relevant field. Computer Literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. SMS pre-entry Certificate is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directive (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Competencies: Knowledge: Constitution of the Republic of South Africa 1996, Local Government: Municipal Structures Act, 117 of 1998, as amended, Local Government: Municipal Systems Act, 32 of 2000, as amended, Public Finance Management Act, 1999, Local Government: Municipal Finance Act, 56 of 2003 as amended. Public service Act. Provincial Integrated Service Delivery Model (ISDM). National Development Plan: Vision 2030. Medium –Term Strategic Framework (2014-2019). Provincial Development Plan. Provincial Medium-Term Strategic Framework. Outcome 9 Strategic Priorities.

**DUTIES**

: Institutionalize regular reporting and feedback mechanisms from municipalities and traditional leadership institution to maintain an early warning system. Conduct customer surveys and facilitate the implementation thereof. Coordinate the identification and resolution of service delivery problems. Coordinate the facilitation of training programmes to manage Presidential Hot Line queries. Render development of policy framework to promote, facilitate and coordinate rapid response services within municipal areas. Manage allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

: Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/76**

**DIRECTOR: TRADITIONAL LEADERSHIP POLICY & LEGISLATION DEVELOPMENT (REF NO: COGTA: 04/05/2024)**

Re-advertisement

**SALARY**

: R1 216 824 – R1 433 355 per annum (Level 13)

**CENTRE**

: Head office / Bhisho

**REQUIREMENTS**

: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in bachelor's degree in law / relevant equivalent qualification or Public Administration coupled with legislation drafting certificate (plus SMS Pre-entry certificate (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Five (5) years' experience at a middle management level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Working in the public sector environment at a provincial or national level. Legislation drafting experience will be an added advantage. Competencies: Ability to draft legislation. Knowledge of the process of law-making. Policy formulation and drafting. Advanced report writing and analytical skills. Strategic management and leadership, budgeting, and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, change management, service delivery innovation, project and programme management, problem solving, planning, and organizing, decision making, team leadership, communication. Knowledge of legislation and regulations governing Public Service. Knowledge of legislation governing Traditional Leadership.

**DUTIES**

: Lead the process of formulation and drafting of legislation related to traditional leadership. Facilitate stakeholder consultation in the development of provincial and national legislation related to traditional leadership. Lead the policy development and policy review related to traditional leadership. Lead the research on customary law, genealogies, and other related matters. Provide

guidance on the utilisation of archive research. Coordinate awareness sessions on policy and legislation. Develop standard operating procedures for policy and legislation development in the Directorate. Manage the staff of the Directorate. Develop and monitor strategic plans, annual performance plans, operational plans and financial plans for the Directorate.

**ENQUIRIES**

: Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**OTHER POSTS**

**POST 21/77**

: **DEPUTY DIRECTOR: DISASTER INFORMATION MANAGEMENT & COMMUNICATION REF NO: COGTA:05/05/2024**  
(Re-advertisement)

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R849 702 – R1 000 908 per annum (Level 11)  
: Head Office / Bhishe  
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Disaster Management/Environmental or Social Science/Development Studies as recognised by SAQA. Three (3) to five (5) years' experience as an Assistant Director Level or Junior Management level. Register with DMISA. Basic Ms Skills with GIS as an added advantage. Driver's Licence Code 08. Knowledge of disaster management information systems. Qualification and knowledge of GIS Application (In Disaster Management Environment). Competencies: Good understanding of the Disaster Management Legislations. Applied strategic thinking. Interpersonal skills and conflict resolution. Ability to work in a team. Project Management. Budget and financial management. Planning and organizing. Creative thinking. Self-management. Problem analysis. Meeting Procedures. Report writing. Stakeholder and customer relationship management principles. Communication skills. Presentation Skills.

**DUTIES**

: Facilitate the information management and communication requirements to support the Key Performance Areas and Enablers as prescribes in the National Disaster Management Policy Framework. Maintain a provincial comprehensive information management system (IMS) and an integrated emergency communication network (ECN) which establishes communication links with all disaster risk management role players and compiles with national requirements. Manage and maintain operational efficiency and functionality of the provincial disaster management centre's central communications and technical operations facilities. Establish, manage and maintain a provincial disaster management integrated emergency communication network (ECN). Manage sourcing, analysis, and dissemination of disaster risk management early warnings. Facilitate and support the development and assessment of risk profiles and mapping of high-risk areas at the provincial and municipal levels with the use of relevant GIS applications. Facilitate and manage processes to collate feedback from various disaster management role-players on impact-based warnings issued and provide such feedback to agencies such as South African Weather Systems (SAWS) etc.

**ENQUIRIES**

: Ms N. Mabusela Tel No: (071) 689 6162 for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/78**

: **DEPUTY CHIEF VALUER: VALUATION SERVICES REF NO: COGTA 06/05/2024**

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R849 702 – R1 000 908 per annum (Level 11)  
: Head Office / Bhishe  
: National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in Real Estate (Property Valuations) as recognised by SAQA. Three (3) to five (5) years' working experience as a Valuer in Property Valuations. Registered as a Professional Associated Valuer or as a Candidate Valuer for more than three years with South African Council for Property Valuers (SACPVP). Microsoft Office Application, MS excel, Project and Power-Point. Valid Driver's Licence code 8. Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understanding of professional ethics Property Valuers Profession Act of 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and interviewing skills. Supervisory Skills, Problem solving skills. Knowledge of Geographic

		Information Systems. Property Valuation Skills and finance and budgetary skills.
<b><u>DUTIES</u></b>	:	Monitor and guide on compliance and implementation of the Local Government: Municipal Property Rates Act, 2004 as amended (MPRA) by the Municipalities. Assist in the preparation of Directorate budget, annual performance, and operational plans.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071)689 6162 for e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/79</u></b>	:	<b><u>DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: COGTA:07/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 – R1 000 908 per annum (Level 11) Head Office / Bhisho National Senior Certificate plus an undergraduate qualification (NQF Level 6/7) in BCom Accounting, Management Accounting or Financial Management as recognised by SAQA. Three (3) to five (5) years' experience in Management Accounting at an Assistant Director or equivalent level. Understanding and application of: Public Finance Management Act, Treasury Regulations, Treasury Practise Notes, Treasury & DPSA Circular, MTEF budgeting system, the Basic Accounting System (BAS), Financial Management Principles, Promotion of Access to information act, Strategic management principles, Performance management principle, Stakeholder and customer relationship management principles, Interpersonal skills, Problem solving, Ability to compile and analyse financial reports, Compile and managing of cash-flows requirements. Sound communication skills (Written & verbal). Presentation and report writing skills with sound computer literacy in Microsoft Office application (Excel, Word, PowerPoint, Outlook, ability to use Microsoft Teams) and ability to use BAS, and interpret PERSAL reports relevant for Budget preparations, management, and reporting. Bas, PERSAL, Vulindlela, Excel, Word, PowerPoint, Outlook, and Microsoft teams. A valid driver's licence code 8. Budget Compilation and analysis Certificate and SCOA Certificate will be an added advantage. Competencies: Knowledge and Skills: Computer literacy, Proficient knowledge of Microsoft packages, Proficiency in English, Time Management, Interpersonal Skills and Communication, Planning and organising skills, ability to operate BAS, customer service abilities. Well-developed skills in financial management and in analysing and understanding budget matters. Good presentation and report writing skills. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Understanding and managing of cash-flows.
<b><u>DUTIES</u></b>	:	Manage the process of monitoring the departmental budget through analysing, coordinating, and consolidating the departmental annual cash flow projections in-year. Regularly analysing the expenditure trends and discuss with Programme Managers with a view of ensuring timeous spending of allocated budget and offer advice to Programmes. Monitor confirmation of budget availability to ensure expenditure is within allocated parameters and ascertain correct allocation of expenditure & that all necessary documents are attached. Manage the process of preparing, analysing, and consolidating the departmental IYM report including variance explanation. Manage budget and expenditure misallocations and the process of identifying necessary journals for correcting of such. Manage the process of in-year shifting and virements of funds within / between Programmes and ensure it is accurately accounted for in BAS, IYM and expenditure reports (pre and posts Adjustment Estimates period). Contribute to the Adjustment Estimates processes through the consolidated in-year shifting's and capturing of the Adjustments into BAS and ensure assessment of expenditure trends for development of proposal on the further shifts and virements. Manage the process of developing inputs into the Appropriation Statements and Notes to Appropriation Statement (NAS) in relation to budget information for accurate reporting (Quarterly and Annually). Monitor compliance with financial prescripts and provide advice and guidance to role players on the use of forecasting methods and tools. Coordinate, review, analyse and quality assure the budget management reporting processes. Manage the roll-over and all adjustment estimates processes relating to budget management. Monitor and manage preparation and submission of all monthly, quarterly, and annual reports timeously in terms of PFMA. Take charge of the running of the Cash-Flow reporting processes and liaising with Provincial Treasury and the Bank in relation to the Cash flow requirements of the



department. Develop and maintain policies, standard operating procedures, procedure manuals and processes to ensure smooth running of the Sub-Directorate. Manage the provision of budgetary support services to the department by attending to budget enquiries promptly, providing training to departmental officials on budget related issues and providing weekly BAS reports to programme managers. Manage the allocated resources of the sub-directorate (Financial and Human) in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/80** : **DEPUTY DIRECTOR: COMPLIANCE RISK & PERFORMANCE REF NO: COGTA: 08/05/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11)  
: Head Office / Bhisho  
: National Senior Certificate plus a three-year undergraduate qualification (NQF Level 6/7) as recognised by SAQA in Supply Chain Management/ Finance/ Auditing related qualification. Three (3) to five (5) years' related experience at Assistant Director level. Microsoft Power Suite (Excel, word, and PowerPoint). Drivers licence code B or above. Competencies: Communication skills, Writing and Presentation Skills, Stakeholder Management Skills, Knowledge understanding and application of the following prescripts. Public Finance Management Act, National Treasury Regulations, Preferred Procurement Regulations, Supply Chain Management Reforms and methodologies in Supply Chain Management. Sound organizational skills, High level of reliability, Computer literacy (MS Word, Excel & Power Point). Ability to do research and analyse documents and situations, good grooming and presentation, Self-management and motivation, Knowledge of Supply Chain Management Legislations, Basic Knowledge on Financial Administration is an added advantage.
- DUTIES** : Manage monitoring of compliance or adherence with supply chain management legislation on procurement transactions. Manage facilitation of SCM Risk Assessment, advise on possible internal controls to mitigate.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/81** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO. COGTA: 09/05/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11)  
: OR Tambo District Support Centre  
: National Senior Certificate plus an undergraduate qualification (NQF level 6/7) in Public Management / Administration Planning / Development Management. Three (3) to five (5) years working experience as an Assistant Director in an Intergovernmental Relations related environment or equivalent. Computer Literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook, Presentation, Communication (verbal and written etc.). Valid Code 8 Drivers' Licence. Competencies: Presentation, Communication (verbal and written) and report writing skills.
- DUTIES** : Promote and facilitate intergovernmental relations as well as municipal international relations (twinning arrangements) where applicable. Monitor and coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion of Arrangements / Memorandum of Understanding between municipalities, sector departments and other relevant stakeholders within the context of the District Development Model (DDM). Manage and coordinate district/regional intergovernmental structures. Ensure compliance with the Local Government Municipal Structures Act (Act No.117 of 1998) and the Local Government Municipal System Act No.32 Of 2000. Facilitate the development, consolidation, and submission of written reports. Responsibility for efficient Management of the sub-Directorate, including the effective utilisation and the training of staff, Maintenance of discipline and promotion of sound labour relations and proper use of state property.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/82** : **DEPUTY DIRECTOR: CORPORATE MANAGEMENT & SUPPORT SERVICES REF NO: COGTA: 10/05/2024**

**SALARY** : R849 702 – R1 000 908 per annum (Level 11)  
**CENTRE** : Chris Hani District Support Centre  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF level 6/7) in Public Administration / Public Management. Three (3) to five (5) years working experience as an Assistant Director in a Public Administration / Local Government and environment. Computer Literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook, Presentation, Communication (verbal and written etc.). Valid Code 8 Drivers' Licence. Competencies: Presentation, Communication (verbal and written) and report writing skills.

**DUTIES** : Provide support and drive strategic direction for the district and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the communities / clients. Coordinate all departmental and sector programmes in the district related to Municipalities and Traditional Leadership Institutions. Manage the personnel and facilitate the process of Performance Management Development System. Facilitate the development, consolidation and submission of monthly, quarterly, and annual reports including development and consolidation of annual performance plan and operational plans. Responsible for efficient management of the District Support Centre, including the effective utilisation and training of staff, maintenance of discipline and promotion of sound labour relations and proper use of stage property. Manage the proper utilisation of budget within the District Support Centre. Support the implementation of Public Service Act and regulations of 1994, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework, SITA and other relevant Legislations and mandates that are relevant to the department also governing local government and traditional institutions.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/83** : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL ADVISORY SERVICES REF NO: COGTA: 11/05/2024**

**SALARY** : R556 336 – R1 314 666 per annum, (OSD)  
**CENTRE** : Head Office / Bhisho  
**REQUIREMENTS** : National Senior Certificate plus Four (4) year degree in Law (LLB/Proc). Eight (8) years appropriate post qualification legal experience. Admission as attorney or advocate of the High Court of South Africa. Computer Literacy (i.e. Ms Excel, Ms PowerPoint, and Ms Outlook. Valid Code 8 Driver's Licence. Qualification in compliance management will be an added advantage. Competencies: Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Experience in litigation management. Experience in compliance management. Job related knowledge: Knowledge of the various pieces of legislation administered by the Department. Knowledge of South African Law. Knowledge of Departmental Policies and Procedures. Ability to apply the law to a set of facts. Knowledge of performance management. Job related skills: Ability to research the law. Legal interpretation skills. Communication skills (verbal and written). Excellent drafting and writing skills. Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills and Interpersonal skills. A valid driver's licence.

**DUTIES** : Attend to all litigation matters involving the department in accordance with the applicable legal prescripts. Vet, comment, and certify policies, contracts, and agreements. Conduct research and provide legal opinions and general legal advice. Attend to legislation development processes (workshops, consultations, public hearings, drafting a bill). Coordinate meetings of compliance coordinators' forum to monitor compliance. Raise awareness on latest legislative developments and conduct legislation advocacy sessions.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/84** : **VALUER: VALUATION SERVICES REF NO: COGTA: 12/05/2024**

**SALARY** : R444 036 – R532 602 per annum (level 09)  
**CENTRE** : Head Office / Bhisho

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus, an undergraduate qualification (NQF Level 6) in Real Estate (Property Valuations). Three (3) to five (5) years' working experience as Candidate Valuer in the Property Valuation environment. Registered as Candidate Valuer with South African Council for Property Valuers (SACPVP). Microsoft Office Application, Ms Excel, Project and Power-Point. Valid Driver's licence Code 8. Registration as a Professional Associated Valuer will be an advantage. Competencies: Knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended (MPRA) and Property Regulations. Knowledge and understanding of professional ethics as a Valuer. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Computer skills and problem-solving skills.
<b><u>DUTIES</u></b>	:	Monitor and guide on compliance and implementation of the Local Government: Municipal Property Rates Act, 2004 as amended (MPRA) by the municipalities. Assist in the preparation of Directorate budget, annual performance, and operational plans.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 for e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/85</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: COGTA 13/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 502 per annum (Level 09) Head Office Bhisho
<b><u>DUTIES</u></b>	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Management Services, Work Study, Production Management, and Industrial Psychology. Three (3) to Five (5) years' experience at a supervisory salary level 7/8 in the field of Organisational Development. Computer literacy. Valid driver's License Code 8. A Job Evaluation Certificate will be an added advantage. Knowledge: Constitution of the Republic of South Africa (1996). Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Public Service Regulations 2016. Amended 2015 Directive on changes to Organisational Structures. Competencies: Job Evaluation Principles. Organisational Design Tool Kit. Principles of organisational Development. Project management principles. Strategic management principles. Performance management principles. Diversity management principles. Skills: Research, Report writing, Negotiation, Interpersonal relations, Communication, Computer literacy, Analysing, Conflict management, Presentation, Working in a team. Facilitate development of Service Delivery Model: Conduct service delivery impact assessment. Identify service delivery gaps. Conduct research on service delivery best practices. Recommend service delivery model to top management. Conduct Organisational Development Investigations: Evaluate work processes. Design workflow. Conduct efficiency / work-study investigations i.e. method studies and work measurement. Analyse obtained information and form conclusions. Benchmark with other Departments. Obtain approval and assist with implementation. Render organisational development Services. Conduct Job Evaluation Services: Identify jobs to be evaluated. Consult job incumbents to be evaluated. Conduct interviews with job incumbents. Develop job descriptions. Analyse information provided by post incumbents. Capture jobs on the Evaluate system. Present jobs to the CJEQAC and CJEP. Monitor the implementation of the approved results. Develop job descriptions. Implement and administer Service Excellence programmes: Facilitate development of Business Process Mapping. Facilitate development and review of Standard Operating Procedures. Facilitate the process of the development and review of service standards and service delivery improvement plans. Facilitate development of Service Delivery Charter. Conduct the customer satisfaction survey for the department and implement relevant strategies based on the results of the survey. Facilitate the process of the development and review of service standards and service delivery improvement plans. Monitor and evaluate the effectiveness of the departmental service excellence programs. Conduct research and interaction with experts in the field to stay abreast with most recent developments in the field. Advise management on the value of Service Excellence programmes and services. Establish appropriate departmental forums and participate and promote participation in inter-departmental forums. Facilitate the allocated resources of the Sub-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 employees in the Sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/86** : **ASSISTANT DIRECTOR: URBAN AND SMALL-TOWN DEVELOPMENT REF NO: COGTA 14/05/2024 (X2 POSTS)**
- SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)  
: Chris Hani District Support Centre  
: Alfred Nzo District Support Centre
- REQUIREMENTS** : National Senior Certificate plus undergraduate qualification (NQF Level 6) in Economic/ Development Studies/ Public Management or related field. Three (3) – Five (5) years' experience at a supervisory salary level 7/8 in Local Economic Development or related field. Ms Word, Excel Power-point Ms Outlook, and Ms Project. Code 08 Drivers licence. Town and Regional Planning qualification will be an added advantage. Competencies: Project conceptualisation, planning and management. Report and correspondence writing skills, development of project concept documents, Development of budgets and management of cashflows. Proven presentation skills.
- DUTIES** : Coordinate the roll-out implementation of public employment programme (Expanded Public Works Programme and Community Work Programme). Support Public employment participants to establish cooperatives. Coordinate initiatives targeting the reiteration of small towns and urban areas. Coordinate the implementation of the Provincial Small Town Development Framework. Lobby and coordinate strategic stakeholders towards contributing to initiatives that are targeted at the revitalisation of small towns.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/87** : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: COGTA 15/05/2024**
- SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)  
: Head Office /Bhisho
- REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Communication, Journalism or Public Relations. Three (3) to five (5) years working experience at a supervisory salary level 7/8 in Corporate Communication environment. Three (3) years working as a Principal Communication Officer or equivalent ranks. Experience in Local Government Communication System, photography, media liaison, news gathering, writing and social media management. Proficient knowledge of Microsoft packages Ms Word, PowerPoint, Publisher, Excel, and Outlook. Code 8 Drivers Licence. Must be prepared to travel throughout the province even on weekends and public holidays. Desktop publishing skills. Registration with Professional Bodies will be added advantage. Competencies: Presentation skills, Photography, Newsgathering and writing, Media liaison, Computer literacy, Proficiency in IsiXhosa and English, Digital and Social media skills, Knowledge of online design tools.
- DUTIES** : Promote the effective implementation of the Local Government Communication System in Municipalities and Traditional Leadership Institutions. Gather, write, and edit news articles for internal, external newsletter and any other departmental publications. Update Social and Electronic Media platforms. Render translation services as and when required. Advise management on new media and communication trends. Render photographic and online services during departmental and government events. Responsible for efficient management of staff including training, maintenance of discipline, promotion of sound labour relations and proper use of state property.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162

for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/88** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: COGTA 16/05/2024**  
(Re-Advertisement)

**SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)  
: Head Office Bhisho  
: National Senior Certificate plus, an undergraduate qualification (NQF level 6) in Security Management / Policing / Law. Three (3) to five (5) years relevant experience in security management / services at a supervisory (salary level 7/8 or equivalent). Ms Office and Presentation skills. Valid driver's licence EB-code 8. Experience in local government environment (Security Management / Services) will be an added advantage. Competencies: Sound knowledge of security administration field. Knowledge of POPIA, MISS and MPSS. Contract management of private security. Investigation skills at all levels. Computer literacy. Presentation skills.

**DUTIES** : Assist to manage, develop, implement, align, and review information security policy and procedures. Ensure that information Security Audit / Appraisal are conducted at regular intervals. Conduct after hour inspections (office security). Assist to manage, develop, implement, align, and review document security procedures and systems. Facilitate the implementation of proper classification system applying category of information system. Facilitate implementation of classification system by the security committee. Assist to manage, develop, implement, and review shredding procedures and processes. Develop and implement the shredding procedures, to manage the spoilage and wastages of sensitive materials. Implement audit improvement plan to address to audit finding. Liaising with Law Enforcement Agencies such as SSA & SAPS.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/89** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: COGTA 17/05/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)  
: Head Office Bhisho  
: National Senior Certificate plus undergraduate qualification (NQF level 6) in Internal Auditing. Three (3) to Five (5) years working experience at a supervisory level 7/8. Professional Registration with IIA. Computer Literacy (with knowledge of Excel, PowerPoint, Word, Teammate Audit Software, and Internet). Valid Code 8 driver's license. Knowledge of CIA, IAT, PIA AND CCSA will be an added advantage. Competencies: Good Communication Skills, Persuasive Skills, and People Management skills.

**DUTIES** : Planning of audit projects and conduct preliminary survey for audits. Review audit working papers on reported points. Review audit reporting points and compile a report. Review audit files of each project. Attend to administration matters.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/90** : **ASSISTANT DIRECTOR: GENDER FOCUL PERSON: SPECIAL PROGRAMMES UNIT REF NO: COGTA 18/05/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)  
: Head Office Bhisho  
: National Senior Certificate plus, an undergraduate qualification (NQF Level 6) in Development Studies / Public Administration / Public Management. Three (3) to Five (5) years at supervisory level 7/8 in gender or vulnerable group space. In-depth understanding and broad knowledge of the mandate / role of special programmes. Knowledge of international, regional, and national gender instruments. Ability to analyse and apply gender lens in departmental plans and programmes. Must demonstrate clear understanding of partnership and stakeholder management. Have a clear understanding of government planning process, PFMA and PMDS. Demonstrate good presentation skills. Willingness to drive long hours. Computer literacy programmes thorough knowledge of Microsoft Office and Publisher. Valid code 8 Driver's licence. Working in the Gender space or Special Programmes field will be an added advantage. Competencies: Development and operational effectiveness, good people skill

- and teamwork, results oriented, self-starter, presentation, and communication skills.
- DUTIES** : Implementation of gender centred approach in policy, programme, and project development in the department. Advise and support the department and municipalities on all matters pertaining to gender inclusion, empowerment, development, and responsive planning & budgeting. Facilitate gender balance in development plans of Traditional Council. Monitor, analyse and evaluate gender mainstreaming in departmental programs. Liaise with provincial, national, international gender machineries and other relevant stakeholders. Compile Reports.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/91** : **ASSISTANT DIRECTOR: YOUTH FOCAL PERSON: SPECIAL PROGRAMMES UNIT REF NO: COGTA 19/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)  
: Head Office Bhisho  
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Admin / Public Management / Development Studies / Youth Studies. Three (3) to Five (5) years' experience at supervisory level 7/8 in Youth Development or in Special Programmes space. Thorough knowledge of youth legislative frameworks and relevant instruments. Knowledge of Microsoft Office package. Code 8 valid driver's licence is essential. Knowledge of operational planning will be an added advantage. Competencies: Presentation, Communication, Interpersonal, Negotiation, Decision making, Computer literacy and Problem solving.
- DUTIES** : Provide inputs towards the development of departmental policies, strategies & guidelines to promote youth mainstreaming, empowerment, and development. Conduct youth analysis to identify gaps and opportunities for targeted interventions as well as review and provide input into the design of program activities, ensuring they are youth responsive and inclusive. Initiate and facilitate implementation of youth mainstreaming developmental programmes and project as articulated in national and provincial strategic documents. Support municipalities to develop youth policies, monitor youth mainstreaming and implementation of youth strategies. Develop monitoring and evaluation systems for youth mainstreaming and implementation programmes in the department. Conduct advocacy programmes on youth development Programmes. Prepare and submit quarterly reports on youth programmes.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
for e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/92** : **OFFICE MANAGER: OFFICE OF THE CHAIRPERSON: PROVINCIAL HOUSE OF TRADITIONAL & KHOISAN LEADERS REF NO: COGTA 20/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 – R532 602 per annum (Level 09)  
: Head Office Bhisho  
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management / Office Management / Business Management or relevant equivalent qualification. Three (3) to five (5) years working experience in office administration or as a personal assistant. Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, and Internet. Valid Code 08 driver's license. Experience and exposure to a Traditional Leadership Institution environment will be an added advantage. Competencies: Knowledge of budget process. Good written and verbal communication skills. Communication Skills. Leadership skills. Customer service skills. organisational skills. presentation skills.
- DUTIES** : Organising meetings on behalf of the Chairperson. Ensure effective document management and correspondence flow within the office of the Chairperson. Establish, implement, and maintain effective records management system within the office of the Chairperson. Oversee administration of the office of the chairperson. Provide secretariat service for all meetings Chaired by the Chairperson. Manage and oversee logistics within the office of the Chairperson. Manage the budget of the Chairperson office. Manage resources in the office of the Chairperson: Physical, financial, and human. Effective and efficient stakeholder engagements on behalf of the Chairperson.

<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 for e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/93</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA 21/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 602 per annum (Level 09) OR Tambo District Support Centre National Senior Certificate plus, an undergraduate qualification (NQF Level 6) in Accounting/Financial Administration/Financial Management and Auditing. Three (3) to five (5) years working experience at supervisory level in the financial management field. Ms Word, Ms Excel, Ms PowerPoint, and Ms Outlook. Valid Code 8 Drivers' licence.
<b><u>DUTIES</u></b>	:	Monitor and assist municipalities on update of books of accounts. Verify the existence and implementation of Credit Control, Debt Management Policy, and corresponding by-laws. Collect and collate information on billing and collection levels. Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities. Assess audit improvement plans and compile reports.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 for e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/94</u></b>	:	<b><u>ASSISTANT DIRECTOR: LAND USE MANAGEMENT AND ADMINISTRATION REF NO: COGTA 22/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 – R532 602 per annum (Level 09) Sarah Baartman District Support Centre National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Development Studies / Town Planning and Public Administration or equivalent qualification. Three (3) to Five (5) years' working experience in Land Use Management and Administration. Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Valid Code 8 Drivers' Licence. Competencies: Excellent communication skills. Computer skills. Financial management. Ability to interpret and advise on SPLUMA and land related matters. Willing to work under pressure. Ability to work in a team and resolve conflict. Willing to travel.
<b><u>DUTIES</u></b>	:	Monitor and support municipalities to ensure effective Land Use Management and Administration in line with Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) and other relevant land related legislations. Manage and motivate allocated resources to ensure that they align and realise the Directorates objectives and the Departmental goals. Assist in capacitating municipalities to administer land use management in line with SPLUMA. Assist in managing and controlling budget/ cash flow of the respective District in line with financial prescript, Public Financial Management Act ,1 of 1999 (PFMA). Support the Directorate to identify, analyse and resolve risks.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/95</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: COGTA 23/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum (Level 08) Head Office Bhisho National Senior Certificate plus an undergraduate qualification (NQF level 6) in Commerce/Accounting/Financial Management. Two (2) years' experience at Supervisory Level 7- or 4 years' experience at Salary Level 6 at Finance or Payments environment. Knowledge of Basic Accounting System (BAS) and LOGIS. Computer skills (MS Word & Excel) Competencies: Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable Circulars/instruction Notes/practice Notes, Determinations, Financial policies, and Procedures.
<b><u>DUTIES</u></b>	:	Payment of Creditors/Suppliers within 30 days in compliance with Sec. 38(1)(f) of the PFMA and Treasury Regulations Sec 8.2.3 by Checking and Authorising payments both manually and on the system (BAS and LOGIS). Compile and update payment tool on a weekly basis for the compilation of Instruction Note 34 to be submitted to Treasury on a monthly basis. Monthly performance of

Creditor's Reconciliation and compilation of Accrual and Payable returns. Revenue Management - ensure that all receipts are compiled, captured/authorised and day-ended on BAS and all monies collected are deposited into the bank account of the Department. Staff supervision, give guidance and training in work related matters and monitoring of exceptions (Payments & Revenue) and rectification thereof.

- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/96** : **SENIOR ADMIN OFFICER: URBAN DEVELOPMENT & SMALL - TOWN DEVELOPMENT REF NO: COGTA 24/05/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)  
: Joe Gqabi District Municipality  
: National Senior Certificate plus an undergraduate qualification (NQF level 6) in Economics/Developmental Studies/Public Management or related field. One (1) to Two (2) years working experience at supervisory Salary Level 7- or 4-years' experience on Salary Level 06 in related field. Valid Code 8 Drivers Licence. Project Management will be an added advantage. Competencies: Microsoft Word, Ms Excel, Power Point, Outlook Project Management and Office Management skills.
- DUTIES** : To render office support and practice within Urban and Small-Town Development. Monitor and support the implementation of EPWP. Provide support to promote Small Town in development programmes. Provide administration support maintaining and monitor the implementation of CWP. To render office support within the MBDS Chief Director in relation to; Administration process (logistics, filling documents, minutes taking, liaison activities, report writing, coordinate and compilation of Urban and Small-Town Development monthly, quarterly, and annual reports). Furthermore, coordinate the implementation of EPWP including monitoring work conducted, report work achieved on the EPWP system and the processing of wages for participants.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/97** : **PRINCIPAL COMMUNICATION OFFICER: CORPORATE COMMUNICATION REF NO: COGTA 25/05/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 – R443 403 per annum (Level 08)  
: Head Office Bhisho  
: National Senior Certificate plus undergraduate qualification (NQF Level 6) in Communication, Journalism or Public Relations. One (1) to two (2) years working experience on supervisory Salary Level 7- or 4-years' experience on Salary Level 06 in Corporate Communication environment with experience in photography, media liaison, newsgathering, writing and social media skills. Proficient knowledge of Microsoft packages Ms word, PowerPoint, Publisher, Excel and Outlook. Valid Code 8 Drivers Licence. Must be prepared to travel throughout the province even on weekends and public holidays. Desktop publishing skills. Registration with Professional Bodies will be an added advantage. Competencies: Photography, Newsgathering and writing. Online media monitoring and analysis. Media liaison. Computer literacy. Proficiency in IsiXhosa and English. Digital and Social Media skills. Knowledge of online design tools.
- DUTIES** : Gather and write news articles for internal, external newsletter and any other departmental publications. Render translation services as and when required. Perform daily, weekly, and monthly online media monitoring and analysis services. Create an electronic archive of photographs, media content and products. Advise management on new media and communication trends. Render photographic and online services during departmental and government events. Safe keeping and handling of departmental promotional material and assets. Perform administrative duties.
- ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)
- POST 21/98** : **COMMUNITY DEVELOPMENT OFFICER: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA 26/05/2024**
- SALARY** : R376 413 – R443 403 per annum (Level 08)



<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Developmental Studies, Social Sciences in Community Development. One (1) to Two (2) years working experience on supervisory Salary Level 7- or 4-years' experience on Salary Level 06 in community/rural development environment, community planning & facilitation or relevant field. Ms Word, Ms Excel, Ms PowerPoint. Valid code 8 drivers' licence (must be able to drive). Three (3) years' experience at Salary Level 7 and Rural Development experience will be an added advantage. Competencies: In-depth knowledge of role/mandate of traditional leaders in community development as per relevant legislation. Communication Skills. Presentation skills. Facilitation skills. Excellent report writing.
<b><u>DUTIES</u></b>	:	Facilitate the involvement of Traditional Leaders in development initiatives. Facilitate promotion co-operative relations with developmental partners, Municipalities & Government Departments. Facilitate establishment of partnerships between traditional leadership institution & government departments, municipalities, non-governmental organizations and private sector for the development of traditional communities. Facilitate and coordinate trainings for developmental programs in Traditional communities. Facilitate formulation of Development Plans for Traditional Councils. Facilitate the involvement of donors in traditional community development. Compile written reports. Understanding of government planning and budgeting.
<b><u>ENQUIRIES</u></b>	:	Ms N Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/99</u></b>	:	<b><u>PRINCIPAL COMMUNICATION OFFICER: PROVINCIAL HOUSE SECRETARIAT SUPPORT REF NO: COGTA 27/08/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum (Level 08)
	:	Head Office Bhisho
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Communication, Journalism, Public Relations, or Marketing. One (1) to Two (2) years working experience on supervisory Salary Level 7- or 4-years' experience on Salary Level 06 within communication environment. Microsoft Word, PowerPoint, Excel, and Internet. Valid Code 8 Drivers Licence. Competencies: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing (proficiency in IsiXhosa and English). Experience in Project Management. Sound interpersonal and teamwork skills are essential. Experience in events co-ordination and management. Experience in photography and journalistic writing skills.
<b><u>DUTIES</u></b>	:	Develop a communication plan for all House events and programs. Liaise with internal and external stakeholders' media for purposes of marketing House events and programs. Update and upload information in the House webpage. Write news articles for internal, external and any other departmental publication. Render photography, and branding services during House events. Safe keeping and handling of House's property and equipment. Organize events of the Provincial House. Perform daily, weekly, and monthly media monitoring and analysis services. Develop and maintain social media platforms. Advise management on new communication approaches and trends.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/100</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: EMPLOYEE WELLNESS REF NO: COGTA 28/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum (Level 08)
	:	Head Office Bhisho
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Safety Management or equivalent qualification. One (1) to two (2) years working experience on supervisory Salary Level 7- or 4-years' experience on Salary Level 06 in Occupational Health and Safety Management. Microsoft Office. Valid Code 8 Drivers Licence. SAMTRAC will be an added advantage. Competencies: Knowledge of OHS and COID prescripts, legislation, procedures, and processes. Research and analytical skills; Communication skills (written and verbal), Ability to access and utilize computer research programs; Planning and Organising, Accuracy and attention to detail,

<b><u>DUTIES</u></b>	:	Interpersonal Skills, Problem solving skills, ability to work under pressure, ability to work independently and Language proficiency.
	:	Develop, implement, and maintain all programs related to health and safety in the company to ensure compliance with all statutory requirements and achieve certification. Coordinate hazard identification and risk assessment for the department. Ensure the risk register and risk assessment are reviewed and updated. Conduct quarterly OHS audits for the department to ensure deviations are resolved for all audits. Facilitate the management of injury on duty, liaising with the department of Employment and Labour and other relevant stakeholders. Identify all health and safety training needs and schedule this training liaising with HRD to ensure training records are maintained. Facilitate the sitting of OHS Committee, manage the requirements of the First Aiders and Fire Marshals. Coordination and manage communication on OHS in the department and by distributing IEC materials on personal hygiene. Take the lead in all workplace incident/ accident investigations. Perform any other work-related duties and responsibilities that may be assigned by management from time-to-time.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/101</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: COGTA 29/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum (Level 08)
	:	Head Office Bhishe
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Human Resource Management / Labour Law or qualification in the related field. One (1) to Two (2) years' working experience at supervisory Salary Level 7- or 4-years' experience at Salary Level 06 in Labour Relations. Microsoft Word, PowerPoint, Excel Microsoft outlook. Valid Code 8 Drivers' Licence. Competencies: Presentation skills, Interpersonal skills, Conflict resolution capabilities and confidentiality and Data Capturing. Knowledge of PERSAL, Public Service Act, Public Service Regulations Act, Labour Relations Act, PSCBC & GPSSBC resolutions, Basic Conditions of Employment Act, Public Finance Management Act and Employment Act.
<b><u>DUTIES</u></b>	:	Facilitate and render training and workshops on labour relations. Facilitate proper administration of discipline and grievance procedures. Render advisory services to supervisors and employees to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of discipline, dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Compilation of monthly and quarterly reports.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/102</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MUNICIPAL CAPACITY BUILDING REF NO: COGTA 30/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum (Level 08)
	:	Head Office / Bhishe
	:	National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management / Human Resource Management / Legal Qualification. One (1) to two (2) years' working experience in the public service. Computer literacy and competency of Ms Word, Ms Excel, Ms PowerPoint, and Ms Outlook. Valid Code 8 Driver's Licence. Relevant experience in Labour Relations or Human Resource Management will be an added advantage. Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good Communication (verbal and written) skills with reasonable proficiency in English. Competency to organise meetings and minutes taking. Honesty and Integrity.
<b><u>DUTIES</u></b>	:	Provide support and administration to the directorate. Coordinate, support, and provide assistance to the District Support Centres for capacity building interventions. Administer all information regarding the support in HRP of Municipalities. Provide office assistance in compiling all Labour Related matters. Submit all recruitment of municipal senior managers and waiver documents.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162

e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/103** : **PROVISIONING ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT (LOGIS SYSTEM) REF NO: COGTA 31/05/2024**  
Re-advertisement

**SALARY** : R308 154 – R362 994 per annum (Level 07)  
**CENTRE** : Head Office Bhisho  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF level 6) in Finance/Logistics/Financial Information System or any other related qualification with relevant experience as a Syscon or Logis Training environment. One (1) to Two (2) years' working experience in SCM. Valid Code 8 Driver's Licence. Competencies: Knowledge of the PFMA, Treasury Regulation, Framework for Supply Chain Management, PPPFA and other relevant transversal systems (e.g., Logis, BAS) will serve as an advantage. Logis system controllers' certificate, good leadership, and communication (verbal and written) skills. Presentation and Budgeting Skills. Computer Literacy.

**DUTIES** : Act as Logis Systems Controller. Create Logis Infrastructure. Manage user accounts. Provide technical assistance to cost centres, SCM, Finance. Draw reports and interpret financial data. Create contract information and link to ICN and Logis supplier number. Develop Logis training needs. Provide one and one mentoring to all Logis users. Identify Logis Systems security risks and provide deterrents if possible. Prepare and submit monthly and quarterly reports to Director SCM, CFO and Provincial Treasury on user accounts.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/104** : **ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT (BID ADMINISTRATION) BHISHO REF NO: COGTA 32/05/2024**

**SALARY** : R308 154 – R362 994 per annum (Level 07)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Supply Chain Management / Finance relevant qualification. Two (2) years working experience in Supply Chain Management environment. Knowledge of tender committee duties. Microsoft Power Suit (Excel, word, and PowerPoint). Valid Code 8 Driver's licence. CIPS Membership will be an added advantage. Competences: Report writing and listening skills. Computer Literacy (Ms Word, Excel & PowerPoint). Ability to work effectively with officials across all levels within the Department. Good teamwork skills. Excellent communication skills (written and verbal). Ability to work under pressure. Good telephone and e-mail etiquette. Knowledge and understanding of PFMA, PPPFA and all applicable legislation as well as their application in the work environment. Good financial management and presentation skills. Understanding of the Supply Chain Management process and policies.

**DUTIES** : Access compliance with the SCM legislation requirements on all procurement transaction. Assists facilitate SCM Risk Assessment, advise on possible internal controls to mitigate the identified risks and monitor the implementation and maintenance of the actions. Report on Supply Chain Management Performance. Report on deviations or transactions sourced in any other ways and maintain the relevant register. Assist in gathering information and responding to audit queries. Willing to work irregular hours.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/105** : **PERSONAL ASSISTANT: STRATEGIC MANAGEMENT, COMMUNICATION & INFORMATION SERVICES REF NO: COGTA 33/05/2024**  
Re-advertisement

**SALARY** : R308 154 – R362 994 per annum (Level 07)  
**CENTRE** : Head Office Bhisho  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Public Administration / Public Management / Internal Audit / Office Management / Management. One (1) to two (2) years working experience in administration within Strategic Planning / Monitoring & Evaluation. Computer literacy (Ms Word, Excel, PowerPoint, and Outlook. Experience within strategic

		planning / monitoring & evaluation in Local Government will be an added advantage. Competencies: Analytical skills, Report writing, Presentation skills, Proficient knowledge of Microsoft packages, Time Management, Interpersonal Skills and Communication. Proficiency in English, Organizational and Office planning skills, Ability to operate other office equipment and customer service abilities.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of the Chief Director's Office. Facilitate the availability of all office records. Assess incoming correspondence and distribute it accordingly. Type correspondence delegated by Chief Director. Provide the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in the coordination of meetings. Arrange travel and accommodation for the Chief Director. Procurement of office supplies, stationery, cleaning material.
<b><u>ENQUIRES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/106</u></b>	:	<b><u>INTERNAL AUDITORS: INTERNAL AUDIT REF NO: COGTA 34/05/2024 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994.per annum (Level 07) Head Office / Bhisho National Senior Certificate plus an undergraduate qualification bachelor's degree (NQF level 6) in Internal Auditing. One (1) to two (2) years working experience. Professional Registration with IIA. Computer literacy programmes must possess the following skills (Knowledge of MS Word, Excel, PowerPoint, Teammate Audit Software and Internet). Valid driver's license. Knowledge of CIA, IAT, PIA and CCSA an added advantage. Competencies: Good communication skills, analytical, problem-solving persuasive skills, and people management skills. Microsoft Office Suite (especially Excel, Word, and PowerPoint) Teammate.
<b><u>DUTIES</u></b>	:	Payment of Creditors/Suppliers within 30 days in compliance with Sec.38(1)(f) of the PFMA and Treasury Regulations Sec 8.2.3 of Checking and Authorisation of payments both manually and on the system (BAS and LOGIS) to ensure that suppliers are paid within 30 days from the receipt date of the invoices as required by section 38(1)(f) of the PFMA and 8.2.3 of Treasury Regulations. To ensure that Revenue is collected and allocated correctly by ensuring that all receipts are captured, day-ended, confirmed on BAS. All monies collected are deposited into the bank account of the Department and paid over monthly to Provincial Treasury. Ensure that Creditors Reconciliation is performed on a monthly basis. Attend and prompt replier to Audit quires raised for both sections (Payments & Revenue). Supervision of staff and give training/guidance on work related matters.
<b><u>ENQUIRES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/107</u></b>	:	<b><u>PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: COGTA 35/05/2024 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07) Head Office Bhisho National Senior Certificate plus an undergraduate qualification (NQF Level 6). Two (2) years working experience as a Senior Admin Clerk or equivalent at Asset Management. Microsoft Power Suit (Excel, word, and PowerPoint). Valid Code 8 Driver's licence. Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes PFMA etc will be an added advantage. Competences: Ability to work with people and under pressure.
<b><u>DUTIES</u></b>	:	Assist in maintenance of asset and loss register for the department. Conduct asset verification annually. Manage and maintain the departmental assets. Perform administrative functions. Supervision of personnel.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/108</u></b>	:	<b><u>COMMUNITY DEVELOPMENT WORKERS (CDWS) MUNICIPAL PUBLIC PARTICIPATION (X16 POSTS)</u></b> Re-Advertisement
<b><u>SALARY</u></b>	:	R255 450 - R300 912 per annum (Level 06)

- : Ingquza Hill Local Municipality: Ward 4, Ward 14 & Ward 30 Ref No: COGTA 36/05/2024 (X3 Posts)
- : Intsika Yethu Local Municipality: Ward 2 & Ward 16 Ref No: COGTA 37/05/2024 (X2 Posts)
- : Umzimvubu Local Municipality: Ward 3 & Ward 7 Ref No: COGTA 38/05/2024 (X2 Posts)
- : Buffalo City Metro Ward 22 & Ward 50 Ref No: COGTA 39/05/2024 (X2 Posts)
- : Enoch Mgijima Local Municipality: Ward 5 Ref No: COGTA 40/05/2024
- : Mbizana Local Municipality: Ward-5 Ref No: COGTA 41/05/2024
- : Koukama Local Municipality: Ward-5 Ref No: COGTA 42/05/2024
- : Nyandeni Local Municipality: Ward-19 Ref No: COGTA 43/05/2024
- : Cacadu: Nelson Mandela Bay Metro Ref No: COGTA 44/05/2024 (X2 Posts)
- : Elundini Local Municipality Ref No: COGTA 45/05/2024

**REQUIREMENTS**

- : National Senior Certificate plus National Higher Certificate/Diploma (NQF Level 5). One (1) to Two (2) years relevant experience. Code 8 driver's license. Computer literacy. Competencies: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation. Personal Attributes: self – motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers' licence.

**DUTIES**

- : Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improve integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community- based workers. Promote the principles of Batho Pele and community participation. Alert communities and other services providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

**ENQUIRIES**

- : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

**POST 21/109**

- : **RECEPTIONIST: DISASTER MANAGEMENT AND FIRE SERVICES REF NO: COGTA 46/05/2024**

**SALARY CENTRE REQUIREMENTS**

- : R216 417 – R254 928 per annum (Level 05)
- : Head Office Bhisho
- : National Senior Certificate plus National Higher Certificate/ Diploma (NQF Level 5) with no experience. Microsoft word, Excell, Typing. Valid Code 8 Drivers Licence. Familiarity with Multi-Telephone System will be an added

		advantage. Competencies: Communication Skills. Customer service oriented. Problem solving Skills. Organising abilities. Interpersonal Skills. Multitasking.
<b><u>DUTIES</u></b>	:	Serves and welcome visitors. Notify personnel of visitor arrival. Taking Messages to appropriate staff. Direct visitors by maintaining employee directories. Handling queries. Maintains security. Maintain telecommunications system. Overseeing office services.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/110</u></b>	:	<b><u>SENIOR ADMIN CLERKS TRADITIONAL LEADERSHIP INSTUTIONAL SUPPORT COORDINATION (X3 POSTS)</u></b> Re-advertisement
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05)
	:	Maluti Region: Hlubi Traditional Council & Makhoba Traditional Council Ref No: COGTA 47/04/2024 (X2 Posts)
	:	Dalindyebo Region: Gcuwa Traditional Council, Nqanda Traditional Council & Baziya Traditional Council Ref No: COGTA 48/05/2024 (X3 Posts)
	:	Western Thembuland Region: Qwebeqwebe Traditional Council Ref No: COGTA 49/05/2024 (X1 Post)
	:	Rharhabe Region: Anta Traditional Council & Imingcangathelo Traditional Council Ref No: COGTA 50/05/2024 (X2 Posts)
	:	Gcaleka Region: Tyhali Traditional Council Ref No: COGTA 51/05/2024 (X1 Post)
	:	Nyandeni Region: Ncumbe Traditional Council Ref No: COGTA 52/05/2024 (X1 Post)
	:	Qaukeni Region: Bhala Traditional Council, Bomvini Traditional Council & Mtshayelo Traditional Council Ref No: COGTA 52/05/2024 (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus National Higher Certificate/ Diploma (NQF Level 5) with no experience. Computer literacy Microsoft Office (i.e. Word, Excel, PowerPoint, Outlook etc. Valid Code 8 Driver's License. Preference will be given to applicants residing in the area of jurisdiction of the Traditional Councils. Competencies: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus. Report writing skills, facilitation, and co-ordination.
<b><u>DUTIES</u></b>	:	Coordinate meetings between Traditional Council and other stakeholders. Coordinate Traditional Council meetings. Provide secretarial support in meetings of Traditional Councils. Promote cooperative governance between Traditional Council, Municipalities, and other stakeholders. Facilitate involvement of Traditional Councils in identification of community needs and involvement of traditional community in development or amendment of integrated development plan of the municipality under the jurisdiction of the Traditional Council. Facilitate participation of Traditional Council in development of policies and by-laws at local level. Facilitate and coordinate meetings of the Traditional Council with Traditional Community. Promote compliance by Traditional Leaders and Traditional Council members with all available pieces of legislation and policies. Manage finances including cash management of Traditional Council the funds, financial statements, monthly returns, vouchers for payment, compilation of estimates of revenue and expenditure. Manage records/documents of Traditional Councils.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 21/111</u></b>	:	<b><u>SENIOR PERSONNEL OFFICERS: HUMAN RESOURCE MANAGEMENT CONDITIONS OF SERVICE REF NO. COGTA 54/05/2024 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05)
	:	Head Office Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus National Higher Certificate/Diploma NQF level 5 in HRM/ Public Admin/ Public Management or any other relevant qualification. Computer literacy, Introduction to PERSAL Certificate and Leave Management Certificate will be an added advantage.
<b><u>DUTIES</u></b>	:	Facilitate payment of Housing Allowance, S&T Claims, process pensions on PCM, capture leaves of absence on PERSAL, auditing of Attendance Registers, terminate employees on PERSAL System.
<b><u>ENQUIRIES</u></b>	:	Ms N. Mabusela at (071) 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>

**POST 21/112** : **SENIOR ADMIN CLERK: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA 55/05/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 – R254 928 per annum (Level 05)  
: Head Office Bhisho  
: National Senior Certificate plus National Higher Certificate/Diploma NQF level 5 in Public Management/ Public Administration/Social Science or relevant qualification with no experience. Microsoft Word, Excel, email, BAS system, and PERSAL system. Competencies: Good interpersonal skills. Basic Communication skills (Verbal and Written). Knowledge of Traditional Leadership Institutions will be an added advantage. Good organizational skills and ability to maintain high level of confidentiality. Knowledge of Public Service Prescripts including PFMA and Treasury Regulations.

**DUTIES** : Compile claim forms, calculate and submit to the Supervisor. Compile list and capture claims on the System. Filing of claims documents. Assist in coordination of House programs/events.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/113** : **COMMITTEE CLERK: PROVINCIAL HOUSE SECRETARIAT SUPPORT REF NO: COGTA 56/05/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 – R254 928 per annum (Level 05)  
: Bhisho  
: National Senior Certificate plus National Higher Certificate/Diploma NQF level 5 with no experience. Computer Literacy programmes: Microsoft word, PowerPoint, Excel, email and internet. Code 8 Drivers license will be an added advantage. Competencies: Administrative skills, accuracy and attention to detail, good verbal and written communication, ability to work in a team, customer service excellence and report writing.

**DUTIES** : Arrange travelling and accommodation for the members of the committee and occasionally travel with the chairperson of the committee to render administrative support. Liaise with the chairperson of the committee and committee members in relation to the programs of the committee. Ensure on submission of claims on behalf of committee members. Minute taking in committee meetings, develop reports and action plans of the committee. Ensure implementation of action plans in line with the budget. Responsible for the sub directorate register and analyse expenditure patterns.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/114** : **RECEPTIONIST: PROVINCIAL HOUSE ADMIN REF NO: COGTA 57/05/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 – R254 928 per annum (Level 05)  
: Head Office, Bhisho  
: National Senior Certificate plus National Higher Certificate/Diploma NQF level 5 with no experience. Microsoft Office (i.e. Microsoft Word, Microsoft Excel, PowerPoint, Email, Internet). Valid Code 8 driver's license (will be an added advantage). Competencies: Customer service skills. Organisational skills.

**DUTIES** : Answering, screening phone calls and refer to relevant offices. Receive and attend to clients visiting the institution and direct clients to relevant office. Will be responsible for correspondence management of the institution. Perform clerical duties such as photocopying, faxing documents, maintain reception equipment and report malfunctions. Provide necessary administrative support when required.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/115** : **DRIVERS: FLEET MANAGEMENT REF NO: COGTA 58/05/2024 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R155 148 – R182 757 per annum (Level 03)  
: Head Office, Bhisho  
: Abet Level 4 or NQF level 1 – 3 with no experience. Valid Code 10 Drivers' Licence with PDP. Senior Certificate will be an added advantage.

**DUTIES** : Maintain accurate and up-to-date schedule trip sheets i.e. log official trips, daily mileage, fuel consumption. Perform daily trip and post-trip vehicle inspections to ensure that the vehicle is always in the best condition. Handle routine and ad-hoc administrative tasks relevant to the execution of the function. Collect, distribute, and control movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Ensure that minor/major vehicle maintenances are carried out.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 21/116** : **GROUNDNS MAN HOUSE ADMIN: PROVINCIAL HOUSE ADMINISTRATION  
REF NO: COGTA 59/05/2024**

**SALARY CENTRE REQUIREMENTS** : R131 265 – R154 626 per annum (Level 02)  
: Head Office, Bhisho  
: Abet Level 4 or NQF level 1 – 3 with no experience. Competencies: Good Communication skills. Basic Communication skills. Basic cleaning skills.

**DUTIES** : Cleaning and maintenance of HTL Building. Collecting of refuse bags within the building. Lifting and moving of heavy such as office furniture. Assist in HTL events as directed by the supervisor. Cleaning of government vehicles allocated to HTL.

**ENQUIRIES** : Ms N. Mabusela at (071) 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

#### **DEPARTMENT OF COMMUNITY SAFETY**

**APPLICATIONS** : Must be submitted using one of the following options: Post: The Recruitment Centre, Community Safety P/Bag X0057, Bisho 5605, OR Hand Deliver: The Department of Community Safety, Corner Independence Avenue & Circular Drive, Bhisho, ERF 5000 Building, 5605 OR use the provincial e-Recruitment System accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>, and/or [www.ecprov.gov.za](http://www.ecprov.gov.za). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. For any e-Recruitment enquiry, send an email with your ID Number, your Profile eMail Address and the Details of your issue to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za), should you send your CV to this eMail address, it will be regarded as lost and not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Applicants are encouraged to use the e-Recruitment System.

**FOR ATTENTION CLOSING DATE NOTE** : Ms B. Mndindwa or Ms L. Mazwi  
: 01 July 2024. No late applications will be accepted  
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line



with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. It is the intention of the Department to promote representative through the filling these positions. The candidature from the designated groups especially women and people with disabilities will receive preference.

#### OTHER POSTS

**POST 21/117** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DOCS 01/05/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Bisho  
**REQUIREMENTS** : National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Human Resource Management or Industrial Relations / Labour Law. A minimum of 3 years of relevant experience at supervisory level 7/8. PERSAL introduction and PERSAL in Labour Relations Sound knowledge of labour legislation and prescripts within Public Sector domain. competence: Sound Knowledge of LRA, BCEA, PSA, PSR, Collective Agreements and Policies in the Public Service. Sound conflict Management and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence is essential.

**DUTIES** : Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate or coordinate all grievances and complaints lodged by employees in the Department. Represent or coordinate the representation of the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council and Commission for Conciliation, Mediation and Arbitration. Attend Departmental Multi-Lateral Labour Forums in the Province and Department. Manage labour related information and records within the Department. Monitor precautionary suspensions and appeals in the Department. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters across the Department. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to the relevant structure of governance. Management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation, review, and the development of the Departmental labour related policies. Administer the appointment of Presiding Officers and Investigation Officers.

**ENQUIRIES** : Ms. B. Mndindwa / Ms. L.Mazwi at 079 284 6709  
 For e-Recruitment Technical Enquiries email to: erecruitment@safetyec.gov.za

**POST 21/118** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMNT REF NO: DOCS: 02/05/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Bisho  
**REQUIREMENTS** : National Senior Certificate (NQF Level 4) and National Diploma (NQF Level 6/7) in Human Resource Management/ B Admin/ Public Management with at least 3 years relevant working experience in HRM at supervisory level or SL7/8. Successful completion of the PERSAL Controllers, PERSAL Establishment and Leve Administration Course. A valid Code 08 driving license is essential. Knowledge of Human Resource Management Governing Prescripts, PERSAL System Skills and Competencies: Human Resource Management Systems (PERSAL), Human Resource Records Management, Strategic Partner, Change Management, Administrative Partner, Employee Champion, People Management, Problem Solving.

<b><u>DUTIES</u></b>	:	Administer, recruitment, selection, and appointment process: Assist in the development of an Annual Recruitment Plan and facilitation of the advertisement of posts. Manage and provide professional advice to line functions on the Recruitment & Selection policies, systems, regulations, guidelines and other relevant prescripts. Manage the process of receiving of applications, recording and safe keeping of them. Provide secretariat services in recruitment and selection panels. Administer personnel suitability checks and facilitate competency assessments and advise management on outcomes. Administer confirmations of appointment and personnel utilization, mobility through transfers, translations in rank, promotions and secondments. Monitor PERSAL user access and provide support to users. Facilitate the registration of System Change control. Monitor faulty/rejected transactions to be implemented on PERSAL. Monitor the PERSAL exception reports. Perform reconciliation on the post establishment. Ensure the confirmation of vacant, funded and filled posts with the OD and People Acquisition. Create components and sub-components, abolish, and amend posts on PERSAL. Monitor the responsibility and objectives of information (costing) on the components. Monitor and maintain the post establishment and ensure alignment with organisational structure. Draft and consolidate monthly post establishment report and submit to Line Managers. Analyse PERSAL trends, prepare recommendations and present outcomes to Line Managers. Request different PERSAL reports (i.e. housing, qualification report, union report etc.) Manage the opening and closing of centralized PERSAL codes and also register and recommend SCCs for the Department. Monitor responsibility and objective information to ensure correct interference between PERSAL and BAS. Ensure the linking of correct responsibility, job titles and occupational categories. Ensure alignment between organisational structure, PERSAL establishment and cost of employee budget. Facilitate the processing of service Terminations: Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations. Facilitate the processing of Leave. Authorize Leave transactions. Reconcile leave files with PERSAL. Compile PILLAR reports and submit to Alexander Forbes. Communicate Alexander Forbes results to relevant officials. Facilitate the processing of Service benefits: Align Long service award list with PERSAL. Compile and submit the IOD document to the Department of Employment and Labour. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date. Ensure that there is proper filing system for the personnel registry. Manage the safe keeping and movement of employee personal files Facilitate and monitor HR Registry team and functions linked to HR Registry.
<b><u>ENQUIRIES</u></b>	:	Ms. B. Mndindwa / Ms. L.Mazwi at 079 284 6709 For e-Recruitment Technical Enquiries email to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>
<b><u>POST 21/119</u></b>	:	<b><u>STATE ACCOUNTANT: SALARIES REF NO: DOCS: 03/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07) Bhisho National Senior Certificate (NQF Level 4), Diploma (NQF Level 6) / Degree in Accounting/ Finance or equivalent with 1-2 years relevant experience in payroll and salaries. A valid Code 08 driving license is essential. Knowledge of government systems (BAS and PERSAL). Understanding of relevant government prescripts and financial administration processes (Public Finance Management Act and Treasury Regulations). Computer literacy. Good communication skills, Interpersonal skills and Customer care.
<b><u>DUTIES</u></b>	:	Perform monthly BAS- PERSAL reconciliation. Approving and authorizing all salary related allowances and deductions on PERSAL. Submission of all SARS related PAYE matters and returns, including e-Filing reconciliation. Management of payroll. Ensure that all pay-overs are posted to the relevant beneficiaries. Store all files and up to date record keeping safely; in accordance to set policies and procedures. Attend to salary related queries. Check and verify banking details before payment. Ensure record keeping and filing of salary related documents. Supervision of personnel.
<b><u>ENQUIRIES</u></b>	:	Ms. B. Mndindwa / Ms. L.Mazwi at 079 284 6709 For e-Recruitment Technical Enquiries email to: <a href="mailto:erecruitment@safetyec.gov.za">erecruitment@safetyec.gov.za</a>

**DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM  
(DEDEAT) in the Eastern Cape is an equal opportunity, affirmative action employer.**

**APPLICATIONS** : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za); do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). no hand-delivered/ no emailed / no faxed / no posted applications will be accepted.

**CLOSING DATE** : 01 July 2024. No late applications will be accepted  
**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to.

**OTHER POSTS**

**POST 21/120** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DEDEAT/2024/05/01**

**SALARY** : R849 702 – R1 000 908 per annum (Level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, B-degree (NQF level 7) in Risk Management / Internal Audit/ Financial Accounting or equivalent qualification. 3 - 5 years relevant experience at ASD level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Eastern Cape Consumer Protection Act. Consumer Protection Act etc. Public Finance Management Act. Public Service Act, Treasury Regulations. A valid driver's license.

**DUTIES** : Manage, coordinate the provisioning SCM pre-audit transactions and compliance assurance practices, and supervision of vendor verification processes. Supervise expenditure pre-audit transactions. Develop and provide technical support to strengthen internal control measures. Participate in

		internal risk assessment processes. Supervise the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383
		For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: White Female/PWD
<b><u>POST 21/121</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDEAT/2024/05/02</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 – R1 000 908 per annum (Level 11)
	:	Bhisho
	:	National Senior Certificate, B Degree (NQF level 7) in Financial Management/ equivalent qualification. 3 - 5 years relevant experience at ASD level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Treasury Regulations. SCM Guidelines / Framework, Treasury Regulations. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide technical assistance with the development and maintenance of the departmental financial management system in line with legislative, treasury and generally accepted accounting standards. Manage and direct the processing of salary pay-over reconciliations and transactions. Manage and oversee the maintenance of the departmental financial management information system. Manage the administration of banking and reconciliation processes. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383
		For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Coloured Female/PWD
<b><u>POST 21/122</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERGRATED ECONOMIC DEVELOPMENT REF NO: DEDEAT/2024/05/03</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 – R1 000 908 per annum (Level 11)
	:	OR Tambo
	:	National Senior Certificate, B Degree (NQF level 7) in Economics, Business or Development Studies. 3-5 years relevant experience at ASD level. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, Computer literacy, Communication skills and corporate governance. A valid driver's license required.
<b><u>DUTIES</u></b>	:	Develop policies, guidelines, norms and standards. Manage the promotion and coordination of integrated economic development, and governance. Monitor and evaluate economic development activities, business regulation and governance. Ensure management of capacity building programmes. Facilitate promotion, protection and enforcement of consumer rights. Manage and perform administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383
		For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: African Female/PWD
<b><u>POST 21/123</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: COMPLIANCE AND ENFORCEMENT (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R580 551 – R664 095 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<b><u>CENTRE</u></b>	:	OR Tambo Ref No: DEDEAT/2024/05/04
		Joe Gqabi Ref No: DEDEAT/2024/05/05
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, 4-year (NQF level 7) degree or equivalent qualification in Natural Sciences/Environmental Management/ Nature

		Conservation/Environmental Law or related field. 6 years relevant experience. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation NEMA, NEMBA, Public Service Act, PFMA, Public Service Regulations. A valid driver's license required.
<b><u>DUTIES</u></b>	:	Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies, and guidelines. Plan, coordinate, and render Compliance Monitoring. Manage Compliance Enforcement operations. Manage compliance promotion / awareness. Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: OR Tambo: African Male/PWD Employment Equity target: Joe Gqabi: White Female/PWD
<b><u>POST 21/124</u></b>	:	<b><u>ENVIRONMENTAL OFFICER SPECIALISED PROCUCTION: ENFORCEMENT (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R472 812 – R654 252 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)
<b><u>CENTRE</u></b>	:	Chris Hani Ref No: DEDEAT/2024/05/06 (X3 Posts) Joe Gqabi Ref No: DEDEAT/2024/05/07 Sarah Baartman Ref No: DEDEAT/2024/05/08
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Relevant honours degree in Natural Sciences or relevant qualification. 5 Years' supervisory experience in Environmental Management environment. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental field; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation NEMA Act, NEMBA Act. Knowledge of Public Service Act, Public Service Regulations. A valid driver's license required.
<b><u>DUTIES</u></b>	:	Provide environmental enforcement services. Undertake the maintenance of the environmental enforcement information management system. Conduct enforcement promotion awareness processes in the district. Liaise with district stakeholders and district community-based organisations on enforcement practices. Perform and manage administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: <a href="mailto:olwethu.desi@dedea.gov.za">olwethu.desi@dedea.gov.za</a>
<b><u>NOTE</u></b>	:	Employment Equity target: Chris Hani: African Male/Coloured Female/PWD Employment Equity target: Joe Gqabi: Coloured Female/PWD Employment Equity target: Sarah Baartman: Coloured/Indian/White Female/PWD
<b><u>POST 21/125</u></b>	:	<b><u>ASSISTANT DIRECTOR: ECONOMIC DEVELOPMENT (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09)
<b><u>CENTRE</u></b>	:	OR Tambo Ref No: DEDEAT/2024/05/09 Sarah Baartman Ref No: DEDEAT/2024/05/10
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6) or B-degree (NQF Level 7) in Economics/ Business Administration/ Development Studies/ Entrepreneurship and/ or relevant qualification. 3- 5 years relevant experience. Supervisory experience at salary 7/8 will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. A valid driver's license required.
<b><u>DUTIES</u></b>	:	Supervise the implementation of economic development policies, programmes and instruments within the district. Provide technical support to the District Municipality and Local Municipalities with the development of IDP strategies and objectives aimed at targeted economic development strategies, programmes and projects. Perform monitoring and evaluation processes to determine the impact of economic development instruments within the District Municipality and Local Municipalities. Provide economic development advocacy and empowerment services for the District Municipality and Local Municipalities. Supervise the allocated resources of the Division in line with

legislative and departmental policy directives and ensure compliance with corporate governance and planning imperatives.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: OR Tambo: Coloured/Indian Female/African Male/PWD  
Employment Equity target: Sarah Baartman: African Male/ PWD

**POST 21/126** : **ASSISTANT DIRECTOR: SPECIAL PROGRAMS (X3 POSTS)**

**SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)  
Sarah Baartman Ref No: DEDEAT/2024/05/11  
OR Tambo Ref No: DEDEAT/2024/05/12  
Joe Gqabi Ref No: DEDEAT/2024/05/13

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6 or B degree (NQF 7) in Social Science / Development Studies and / or any relevant qualification. 3-5 years relevant experience. Supervisory experience at salary 7/8 will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Valid Driver's licence (NB this does not apply to persons with disabilities).

**DUTIES** : Provide inputs for development of Policy and Guidelines. Ensure Lobbying and networking for designated groups. Coordination and provision of reports on performance of regional programmes on SPU targets. Conduct Education and Awareness on departmental programmes. Supervise administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: Sarah Baartman: Coloured Female/PWD  
Employment Equity target: OR. Tambo: African Female/PWD  
Employment Equity target: Joe Gqabi: African Female/PWD

**POST 21/127** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DEDEAT/2024/05/14**

**SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)  
Sarah Baartman

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) or a B degree/ Advanced Diploma (NQF Level 7) in HRM/ Public Administration/ Management Sciences or equivalent. PERSAL Certificates. 3- 5 years relevant experience. Supervisory experience at salary 7/8 will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Treasury Regulations. Thorough working knowledge of PERSAL system. A valid driver's license required.

**DUTIES** : Provide inputs for development of Policy and Guidelines. Ensure coordination and management of Human Resource functions in the region. Responsible for sound financial administration in the region. Effective and efficient implementation, monitoring, and control of administration management services (Supply Chain and Auxiliary Support). Management, coordination and monitoring of support services. Perform and manage administrative functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: Coloured Male/PWD

**POST 21/128** : **ASSISTANT DIRECTOR: BUDGETS REF NO: DEDEAT/2024/05/15**

**SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)  
Bhisho

**REQUIREMENTS** : National Senior Certificate, Degree / National Diploma (NQF Level 6/ 7) in accounting and /or relevant qualification. 3 – 5 years' relevant experience.

Supervisory experience at salary level 7/8 will be an added advantage. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. A valid driver's license required.

**DUTIES** : Provide technical assistance with the planning, preparation, consultation, and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Provide technical assistance with the compilation of the department's inputs for the Estimates of Provincial Expenditure/Adjustments in compliance with Treasury guidelines. Analyse the annual budget into a monthly cash flow at the beginning of the financial year and after the Adjustment Estimate. Provide technical support with the coordination of in-year monitoring processes for the DEDEAT Group. Manage and perform administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: Indian Female/PWD

**POST 21/129** : **SENIOR BUSINESS DEVELOPMENT OFFICER (X2 POSTS)**

**SALARY** : R376 413 - R443 403 per annum (Level 08)

**CENTRE** : Alfred Nzo Ref No: DEDEAT/2024/05/16

OR Tambo Ref No: DEDEAT/2024/05/17

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies and/ or relevant studies. 3- 5 years relevant experience. NQF level 7 relevant Qualification will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures and Acts. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management Planning and Organizing, Negotiation skills. A valid driver's license required.

**DUTIES** : Facilitate the implementation of business development policies, programmes and instruments within the Metro and the District. Provide technical support to the Metro and municipalities with development of IDP strategies and objectives aimed at targeted business development strategies, programmes and projects. Provide assistance in monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide business development advocacy and empowerment services for the area of operation.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: Alfred Nzo: Indian Female/PWD  
Employment Equity target: OR. Tambo: African Female/PWD

**POST 21/130** : **ENVIRONMENTAL OFFICER GRADE A: AIR AND WASTE MANAGEMENT REF NO: DEDEAT/2024/05/18**

**SALARY** : R325 917 – R360 327 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE** : O.R. Tambo Region

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) in the Environmental Management/Natural Sciences or equivalent as recognised by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in the environmental and waste management field; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, Air Quality Act, National Waste Management Strategy, Environmental Impact Assessment Regulations etc. A valid driver's license required.

**DUTIES** : Conduct waste management assessments including the development of authorisations, conditions of authorisations and /or exemptions. Provide technical / procedural advice implement, Air Quality Management policies, guidelines, legislation, norms and standards. Provide technical comment and

advice on medium to complex air quality reports. Perform and manage administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: African Male/PWD

**POST 21/131** : **ENVIRONMENTAL OFFICER GRADE A: BIODIVERSITY REF NO: DEDEAT/2024/05/19**

**SALARY** : R325 917 – R360 327 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE REQUIREMENTS** : Chris Hani Region  
National Senior Certificate, National Diploma (NQF Level 6) in the Environmental Management/Natural Sciences or equivalent as recognised by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence required.

**DUTIES** : Provide technical assistance with the development and implementation of the district's biodiversity management plan in line with provincial policy, norms, and standard imperatives. Evaluate biodiversity authorisation applications and conduct compliance adjudication processes. Provide technical and procedural biodiversity advisory services within the area of operation. Gather biodiversity data for the area of operation, the capturing thereof on the departments environmental management information system. Perform and manage administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: Indian/White Male/PWD

**POST 21/132** : **ENVIRONMENTAL OFFICER GRADE A: COASTAL ZONE MANAGEMENT REF NO: DEDEAT/2024/05/20**

**SALARY** : R325 917 – R360 327 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE REQUIREMENTS** : OR Tambo Region  
National Senior Certificate, National Diploma (NQF Level 6) in Environmental Management/Natural Sciences or equivalent qualification as recognized by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Integrated Coastal Planning and Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid driver's license is required.

**DUTIES** : Provide technical support advisory services to ensure institutional and development compliance with coastal management legislation, norms and standards. Promote integrated coastal management. Advise members of the public on issues relating to coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: African Female/PWD



**POST 21/133** : **ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES (X2 POSTS)**

**SALARY** : R325 917 – R360 327 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE** : Sarah Baartman Region Ref No: DEDEAT/2024/05/21  
Joe Gqabi Region Ref No: DEDEAT/2024/05/22

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) in the Environmental Management/Natural Sciences or equivalent as recognised by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Driver's licence; Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid driver's license is required.

**DUTIES** : Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following: Identifying and implementing environmental capacity building programmes for the general public and relevant stakeholders. Developing and implementing community-based natural resource management and environmental action projects for sustainable development. Promote and implement environmental awareness programmes. Perform any other duties relating to administration and management as may be delegated by supervisor from time to time.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: Sara Baartman: African Female/PWD  
Employment Equity target: Joe Gqabi: White Female/PWD

**POST 21/134** : **ENVIRONMENTAL OFFICER GRADE A: IMPACT MANAGEMENT REF NO. DEDEAT/2024/05/23**

**SALARY** : R325 917 – R360 327 per annum, (OSD). Appropriate salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE** : Joe Gqabi

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) in Nature /Environmental Science field or equivalent qualification as recognized by SAQA. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Computer literacy; good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid Driver's license is required.

**DUTIES** : Conduct specialised environmental impact management processes, including the development of Record of Decisions (RODs), conditions of authorisations and / or exemptions. Provide technical / procedural advice. Provide technical assistance with the implementation of other IEM tools. Perform and manage administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity Target: African Male/PWD

**POST 21/135** : **BUSINESS DEVELOPMENT OFFICER (X3 POSTS)**

**SALARY** : R308 154 - R362 994 per annum (Level 07)

**CENTRE** : Sarah Baartman Ref No: DEDEAT/2024/05/24  
OR Tambo Ref No: DEDEAT/2024/05/25 (X2 Posts)

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies and/ or relevant studies. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures and Acts. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management Planning and Organizing, Negotiation skills. Driver's license is required.

**DUTIES** : Provide assistance in facilitating the implementation of business development policies, programmes and instruments within the Metro and the District. Assist with the provision of technical support to the Metro and municipalities with the development of IDP strategies and objectives aimed at targeted business development strategies, programmes and projects. Assist with the monitoring and evaluation processes to determine the impact of business development instruments within the area of operation. Provide business development advocacy and empowerment services for the area of operation.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: Sarah Baartman: Coloured Male/PWD  
Employment Equity target: OR. Tambo: African Female/PWD

**POST 21/136** : **LRED ADVISOR REF NO: DEDEAT/2024/05/26**

**SALARY** : R308 154 - R362 994 per annum (Level 07)

**CENTRE** : OR Tambo

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF Level 6) in Economics/ Business Administration/ Development Studies/ Entrepreneurship and/ or relevant qualification. 1-2 years relevant experience. NQF level 7 relevant qualification will be an added advantage. The following skills, knowledge and attributes are required: Deep knowledge of a wide range of work procedures and Acts. Applied Strategic Thinking, Problem analysis, Influence, Communication, Decision making Interpersonal relation and networking, Time Management Planning and Organizing, Negotiation skills. Driver's license is required.

**DUTIES** : Coordinate inputs for the development of policies, guidelines, norms and standards. Promote the coordination of Local Economic Development initiatives. Monitor implementation of local economic development activities. Coordinate implementation of capacity building programmes. Perform administrative and related functions.

**ENQUIRIES** : Mr. O. Desi at 078 026 7383  
For e-Recruitment Enquiries: [olwethu.desi@dedea.gov.za](mailto:olwethu.desi@dedea.gov.za)

**NOTE** : Employment Equity target: African Male/PWD

#### **DEPARTMENT OF EDUCATION**

**APPLICATIONS** : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za); do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

**CLOSING DATE** : 01 July 2024. No late applications will be accepted

**NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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 24 months contract. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB: Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

**OTHER POSTS**

- POST 21/137** : **DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT**  
**REF NO: DOE-DDDSCM01/05/2024**  
Directorate: Supply Chain Management  
Re-advertisement
- SALARY** : R849 702 – R1 000 890 per annum (Level 11), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Chris Hani East
- REQUIREMENTS** : An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. 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.
- DUTIES** : Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. 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 analyse on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement

plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

**ENQUIRIES** : Mr Godlo Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 21/138** : **ASSISTANT DIRECTOR: DEBT AND REVENUE SERVICES REF NO: DOE-ADDR02/05/2024**  
Directorate: Debt and Revenue Services  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R444 036 - R532 602 per annum (Level 09)  
: Head Office – Zwelitsha  
: An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS & PERSAL). Proficient in the application of MS Office Package. Valid driver's license. Understanding of debt collection processes, principles and practices, Customer Service (Batho Pele Principles), Understanding of risk management, understanding of public sector revenue and debt, Understanding of debt collection internal controls, financial compliance and reporting.

**DUTIES** : Develop and implement Departmental Debt Management Policy and Standard Operation Procedure, Prepare reconciliation of Debt Account and related accounts, Follow-up on bad debtors, Prepare submission for writing off bad debts, Authorize debt entities, debt agreements and debt transactions, Facilitate clearance of Debt Suspense Accounts, Liaise with debtors in the most complex and problematic cases to determine payback conditions, time span and liaise with debt collectors or tracing agency, Oversee the identification and accurate recording of debts owed to the department, Oversee the identification of sources of revenue and accurate recording of revenue collected to the department, Authorize Revenue transactions on the BAS system, Prepare reconciliation of all revenue accounts and prepare schedule for revenue pay over to Provincial Revenue Fund, Prepare and review revenue IYM report and other monthly revenue reconciliation, Perform any other duties within the finance management scope, supervision of staff and submission of weekly and monthly diaries, preparing reports.

**ENQUIRIES** : Mr Nombembe Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 21/139** : **DISTRICT STATE ACCOUNTANT REF NO: DOE-DSA03/05/2024**  
Unit: Expenditure Management  
Re-advertisement

**SALARY CENTRE** : R308 154 – R362 994 per annum (Level 07)  
: OR Tambo Inland

**REQUIREMENTS** : An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

**DUTIES** : Provide clearance of suspense account administration services, provide revenue administration planning, collection, reconciliation and safeguarding services, administer banking and relevant reconciliation processes, maintain in line with system standards the departmental financial management information and cost centre management systems, provide financial systems control systems, provide departmental debt management services, preparing reports.

**ENQUIRIES** : Ms. Makrwele Tel No: (047) 134 1178  
For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 21/140** : **ADMINISTRATIVE CLERK REF NO: DOE-AC04/05/2024**  
Unit: District Director's Office  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R216 417 – R242 928 per annum (Level 05)  
: Joe Gqabi

: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

**DUTIES** : Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

**ENQUIRIES** : Dr Mceleli Tel No: (051) 611 1380/6110064  
For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

#### **DEPARTMENT OF HEALTH**

**APPLICATIONS** : Must be submitted using one of the following options: Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836, Matatiele, 4730 or Hand Deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730, or via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>, and/or [www.ecprov.gov.za](http://www.ecprov.gov.za). The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za); do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Emailed / No Faxed applications will be accepted.

**CLOSING DATE** : 01 July 2024. No late application will be accepted.

**NOTE**

: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department of Health reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to.

**OTHER POST**

**POST 21/141** : **HUMAN RESOURCE CLERK REF NO:**  
**ECHEALTH/HRC/ANTBH/ARP/01/05/2024**  
Re-Advertisement

**SALARY** : R202 233 - R235 611 per annum (Level 05)  
**CENTRE** : Taylor Bequest Hospital - Alfred Nzo  
**REQUIREMENTS** : National Senior Certificate/ NQF level 4 with no experience. Knowledge of PERSAL system will be an added advantage. Knowledge and understanding of Batho-Pele Principles. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards. Knowledge of HR policies, procedures and prescripts.

**DUTIES** : Render all PERSAL services including remuneration services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with termination of services and leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information system / PERSAL. Make logistic arrangements for interviews for candidates. Co-ordinate PMDS.

**ENQUIRIES** : Mr. EF Madaka Tel No: (039) 255 0077  
e-Recruitment Enquiries: [RecruitmentHeadOffice@ehealth.gov.za](mailto:RecruitmentHeadOffice@ehealth.gov.za)

**OFFICE OF THE PREMIER**

**APPLICATIONS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> and/or at [www.ecprov.gov.za](http://www.ecprov.gov.za) The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za); do not

submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted. Refer all application related enquiries to the specified contact person.

**CLOSING DATE**  
**NOTE**

: 01 July 2024. No late applications will be accepted  
: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**MANAGEMENT ECHELON**

**POST 21/142**

: **DIRECTOR: ICT GOVERNANCE REF NO: OTP 01/05/2024**  
Re-advertisement: those who had applied before may need to re-apply

**SALARY**

: R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive remuneration package.

**CENTRE**

: Bhisho

**REQUIREMENTS**

: Matric with an NQF level 7 (B. Tech/Degree/Advanced Diploma) as recognised by SAQA in ICT (Informatics or Computer Science) or related field. Minimum 5 years' experience as Deputy Director in ICT related field. A valid driver's licence. Pre- Entry certificate for the Senior Management Services (SMS). Knowledge of IT Risk management, ICT Governance Frameworks, and practices, CoBIT, ITIL and ISO standards. Key Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Excellent writing

<b><u>DUTIES</u></b>	: skills, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership.
	: Coordinate and monitor the development and implementation of ICT policies, strategies, plans and practices in the province: Develop ICT policy guidelines, directives, standards and implement best practices, such as ITIL, CoBIT, etc. Continuously evaluate the understanding and adherence to governance standards. Coordinate the review and implementation of disaster management/business continuity plans. Review ICT policies and standard operating procedures (SOPs) covering the full range of ICT activities on an ongoing basis. Facilitate the reporting to internal and external stakeholders according to functional and stakeholder needs. Monitor compliance with DPSA and other established frameworks, directives, guidelines, directives and prescripts: Manage the facilitation and implementation of awareness campaigns on ICT Governance related frameworks, guidelines, and prescripts. Coordinate the identification and provision of ICT training requirements (e.g., on disaster management/business continuity plans, etc.). Monitor the adherence and compliance to ICT policies and procedures. Facilitate the identification of ICT related risks and development and management of an ICT Risk Register. Report non-compliance and make recommendations on mitigating strategies to relevant structures (e.g., PGITOC, Cluster and Departmental HODs). Manage the development of Provincial Digital Transformation Strategy and its cascading: Manage and monitor the gathering of Business Analysis and Business User needs. Manage the Business Process Mapping requirements. Manage the drafting of requirements documentation for the development and implementation of ICT systems. Manage the analysis of information gathered from multiple sources, reconcile, and package for strategic decision making. Serves as the conduit between the customer community (internal and Provincial Departments) and the Business Analysts, software development team through which requirements flow. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>NOTE</u></b>	: This post is earmarked for a vibrant young person.
<b><u>POST 21/143</u></b>	: <b><u>DIRECTOR: YOUTH STRATEGY REF NO: OTP 02/05/2024</u></b> Re-advertisement – those who had applied before may need to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R1 216 824 - R1 433 355 per annum (Level 13), all-inclusive salary package : Bhisho : Matric with an NQF level 7 (B. Tech/Degree/Advanced Diploma) as recognised by SAQA in Humanities/ Social Science/Development Studies. Minimum 5 years' experience at a Deputy Director /Middle Management in youth development environment. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS). Research methodology. Knowledge of global, regional and local political economic and social affairs impacting youth development. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.
<b><u>DUTIES</u></b>	: Develop sector specific policies and strategies to mainstream youth development. Lead conceptualization and implementation of integrated youth development programmes and projects. Coordinate the implementation of the integrated youth development strategy across Provincial Government departments, Municipalities, Public Entities and National Government Departments (IGR). Conduct research and develop smart indicators to monitor the performance of youth development interventions/initiatives in the province. Facilitate development of Youth Strategy implementation plan and conduct continuous assessment of the impact of existing strategies towards improving



the lives of youth in the Eastern Cape Province. Coordinate youth stakeholders within the provincial and local spheres of government, whilst ensuring strategic links at national level.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**NOTE** : This post is earmarked for a vibrant young person.

**POST 21/144** : **DIRECTOR: HUMAN RESOURCE AND ADVISORY SERVICES REF NO: OTP 03/05/2024**

**SALARY** : R1 216 824 - R1 433 355 per annum (Level 13)

**CENTRE** : Bhisho

**REQUIREMENTS** : Matric with an NQF Level 7 Degree as recognised by SAQA in Human Resource Management, Industrial Psychology, Labour Relations, Industrial Relations, Public Administration/Management or Social Science. Minimum 5 years' experience at a Deputy Director level in the related field. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS). Research methodology. Knowledge of global, regional and local political economic and social affairs impacting youth development. Competencies and capabilities: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial Management skills.

**DUTIES** : Manage and coordinate the provision of HR policy compliance monitoring, reporting and MIS advisory services: Manage the Monitoring and reporting on policy compliance. Provide policy advocacy to ensure the institutionalisation of the HRM&D policy framework in the province. Ensure that the Compliance and Accountability Framework is aligned to the DPSA HRM Compliance Framework. Ensure integrity of departmental reports through validation of portfolio of evidence as submitted by departments. Ensure that non-compliance is escalated to the EA where necessary. Prepare feedback to departments on their quarterly and annual performance. Manage the drawing and analysis of MIS reports on PERSAL and provide feedback to departments in respect of interventions and corrective measures to be implemented. Coordinate accurate Management Information Systems Reports for consolidated reporting to provincial decision-making structures and where required. Provide guidance to stakeholders in the implementation of interventions to improve the integrity of HRMIS. Coordinate HOD career incidents and recruitment: Manage and coordinate the recruitment, selection, competency assessments, appointments, and Induction of HoDs in the Province. Support, monitor and report on the filling of Executive level (SL15 and 16) vacancies in the province. Provide specialist advice and guidance on matters related to HoD career incidents, e.g., grievances, discipline, disputes, etc. Ensure that HOD performance agreements are developed, are compliant to set guidelines and are aligned to the MEC/EA Service Delivery Agreements. Facilitate and coordinate half yearly performance reviews and annual assessment of HOD's (180 degree). Manage and coordinate annual evaluation of HoDs (360 degree) and facilitate the HOD's Performance Moderations Facilitate and coordinate the training and development of HoDs based on identified development needs. Provide support and validate the development and review of HR delegations: Develop the Provincial Delegations Framework aligned to the National Delegations Framework. Facilitate the development HRM&D delegations in the provincial departments, review delegations to ensure alignment with Provincial Delegations Framework. Monitor implementation of HRM&D delegations and report on compliance. Provide feedback to departments and follow up on implementation of corrective measures. Manage Development of the quarterly Provincial HRM&D Status report and present to governance structures in the province. Manage the allocated resources of the chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/  
Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment  
Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**NOTE** : This post is earmarked for a vibrant young person.

#### **OTHER POSTS**

**POST 21/145** : **DEPUTY DIRECTOR: PUBLIC RELATIONS AND EVENTS REF NO: OTP  
04/05/2024**  
Re-advertisement – those who had applied before may need to re-apply.

**SALARY** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Matric with an NQF level 6/7 National Diploma/Degree as recognised by SAQA  
in Events Management, Public Relations, Corporate Communications,  
Strategic Communication, Journalism, Media Studies, Marketing Management.  
Minimum of three (3) years' experience as Assistant Director in the field of  
events management. A valid driver's licence. Skills: Budgeting and Financial  
Management; Communication and Information Management; Citizen Focus  
and Responsiveness; Diversity Management; Impact and Influence; Managing  
Interpersonal Relations and Resolving Problems; Networking; Planning and  
Organising; Project Management. Excellent presentation skills. Attention to  
detail. Excellent Communication skill (written/ verbal). Strategic thinker and  
problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web  
and email packages). Ability to travel across the province and work long hours.

**DUTIES** : Events Management: Develop best practice strategies and plans for  
Departmental and Provincial Government events; Develop procurement plans  
for the logistical needs for events; Plan, develop and ensure the maintenance  
of an Events Calendar for the Department, Provide strategic events advisory  
support to the Department including conceptualisation of events to improve  
brand interface with stakeholders; Engage with internal and external  
stakeholders to determine the needs for the events; Manage guidelines and  
logistical arrangements for the events (venue, equipment, etc.); Manage a  
database of events venues in the Eastern Cape; Liaise with relevant  
programmes to coordinate agreements with suppliers, contractors and clients  
with regard to events; Monitor and evaluate the outcomes of events; Liaise with  
relevant programmes to monitor expenditure for the events and draft  
expenditure report. Public Relations Management: Develop and implement a  
public relations strategy. Lead content sourcing process from OTP divisions  
and provincial departments. Study media monitoring reports to identify  
opportunities and inform content development for own platforms. Build and  
regularly maintain positive relationships with internal and external stakeholders  
to sustain good public relations image of the Department and government.  
Assist in planning, implementing and co-ordinating communication projects  
and other related events including content development and preparation.  
Assist with drafting and implementing communication plans in support of  
various events. Create and maintain a positive image for the events. This  
includes promoting the event to the public, media relations, and working with  
sponsors. Implement PR tactics to enhance event awareness, drives  
attendance, and establish a positive brand reputation.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/  
Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For  
eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**NOTE** : This post is earmarked for a vibrant young person.

**POST 21/146** : **DEPUTY DIRECTOR: RAPID RESPONSE (CIVIL ENGINEER) REF NO: OTP  
05/05/2024**  
Re-advertisement – those who had applied before may need to re-apply.

**SALARY** : R849 702 – R1 000 908 per annum (Level 11)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Matric with an NQF Level 7 BTech /Degree as recognised by SAQA in Civil  
Engineering or relevant qualification. 3 years post-qualification engineering  
experience required. Compulsory Registration with the ECSA as a Professional  
Engineer. A valid Driver's license. Knowledge and Skills: Programme and  
Project Management. Quantity Survey Legal and operational compliance.  
Quantity Survey operational communication. Process knowledge and skills.

Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer aided engineering applications. Creating high performance culture. Technical Consultancy. Professional Judgement.

**DUTIES**

: Quality Survey analysis effectiveness: Perform final review And approval or audits on civil Designs, co-ordinate quality Civil Engineering efforts and integration across discipline to ensure seamless integration with current technology Maintain civil engineering survey operational effectiveness: Manage the execution of civil engineer strategy through the provision of appropriate structures, systems and resources, Set civil engineer standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor civil engineer effectiveness according to organizational goals to direct or redirect civil engineer survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the civil engineer 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 survey according to organizational needs and requirements and Manage subordinates' key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.

**ENQUIRIES**

: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836.  
For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**NOTE**

: This post is earmarked for a vibrant young person.

**POST 21/147**

: **PROJECT MANAGER: FINANCE STRATEGIC SKILLS DEVELOPMENT**  
**REF NO: OTP 06/05/2024**  
(Fixed Term Contract of 12 Months)  
Purpose: to manage the contracts with OTP respective donor partners, especially the National Skills Fund, TETA and merSETA amongst others.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R849 702 – R1 000 908 per annum (Level 11), all-inclusive salary package  
: Bhisho  
: Matric with an NQF Level 7 B Degree as recognised by SAQA in Finance related qualification. Minimum of three (03) - five (5) years' experience in Financial Management of which three (03) years must be at an Assistant Director level in the related field. A valid Driver's License. Competencies: Specialist Technical Financial Management knowledge, Technical Knowledge and Skills re Learnerships/Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations.

**DUTIES**

: Put systems in place to ensure funds are claimed from donor partners on time. Develop monthly reconciliation reports. Ensure businesses and training providers are paid on time. Ensure all learners/interns are paid monthly. Develop monthly reports of payments made to learners/interns or participants in skills development programmes and ensure payslips are distributed. Put a system in place to manage attendance registers monthly. Put an early warning system in place to ensure payments are made and no overpayments made. Prepare monthly and quarterly reports as agreed with donor partners. Managed the contracts of appointed service providers.

- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 21/148** : **PROJECT MANAGER: STRATEGIC SKILLS DEVELOPMENT REF NO: OTP 07/05/2024**  
(Fixed Term Contract of 12 Months)  
Purpose: to manage the contracts with OTP respective donor partners, especially the National Skills Fund, PSETA and merSETA amongst others.
- SALARY CENTRE REQUIREMENTS** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive salary package  
: Bhisho  
: Matric with an NQF Level 6/7 Degree/National Diploma as recognised by SAQA in Human Resource Development, Public Administration/Management, Development Studies or Project Management. Minimum of three - five (5) years in the Project Management Field and the Skills Development terrain of which three (03) years must be at an Assistant Director level in the related field. A valid driver's license. Competencies required: HRD Technical Knowledge and Skills re Learnerships/Apprenticeship/Skills Programmes; Sound knowledge of government policies and legislative framework of HRD, Knowledge of the theory and practice of HRD, QCTO, Public Service Act, Public Service Regulations, Skills Development Act and Levies Act, Public Finance Management Act and Treasury Regulations. Computer literate and have knowledge of working on skills development systems.
- DUTIES** : Support the Strategic Skill Team with expertise in Skills Project implementation of donor funded projects. Identify opportunities and take action to build strategic relationships to help achieve L&D objectives. Maintain and manage stakeholder relations. Build professional relationship through engagement and regular communication and feedback with strategic partners. Analysing the SETA sector skills plan to ensure alignment to L&D strategic programmes. Contribute to the learning and development operations plan. Develop a skills Development monitoring, evaluate and reporting framework to measure effective implementation principles. Have experience in the implementation of Learnerships and Apprenticeships. Have experience in liaising with a variety of Private Employers for the implementation of the above skills interventions. Understand and have experience in quality assurance of the above interventions. Monitor the progress of learners on Apprenticeships/Learnerships and Skills Programmes. Managed the contracts of appointed service providers. Prepare funder reports on a quarterly basis on the progress of projects.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 21/149** : **INFORMATION PHOTOGRAPHER: CORPORATE COMMUNICATION REF NO: OTP 08/05/2024**
- SALARY CENTRE REQUIREMENTS** : R373 413 - R443 403 per annum (Level 08)  
: Bhisho  
: Matric with an NQF Level 6 qualification (National Diploma) as recognised by SAQA in Photography/Photo- journalism/ Visual Art / Graphic Design. Minimum of 2 -3 years' experience in photography and/or graphic design field. A Valid Driver's License. Adequate knowledge of photoshop or equivalent photo-editing software. Average knowledge of graphic design and its software's. Competencies and capabilities: Adequate knowledge of photoshop or equivalent photo-editing software. Moderate knowledge of graphic design softwares such as In-design, Illustrator or equivalent. Knowledge in photo-filing and archiving. Good verbal and written communication. Computer literacy. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Provide photography services for the Office of The Premier. Provide editing and captioning for photographs used for publications and other platforms. Update and maintain Photographic database of the Office of the Premier. Design and produce publications and other communication material. Photographic & image style development. Information Management. Render general administration in relation to area of operation.

- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 4729836. For eRecruitment Enquiries eMail: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- NOTE** : This post is earmarked for a vibrant young person.
- POST 21/150** : **STATE ACCOUNTANT: CREDITORS PAYMENT & RECONCILIATION REF NO: OTP 09/05/2024**  
(This post is earmarked for a vibrant young person)
- SALARY CENTRE REQUIREMENTS** : R308 154 - R362 994 per annum (Level 07)  
: Bhishe  
: Matric with an NQF Level 6 qualification (National Diploma) as recognised by SAQA in Financial Accounting /Management/ Public Finance coupled with minimum of 1-2 years' experience in creditors payments & reconciliation environment. Extensive understanding/knowledge of BAS and LOGIS. (Certificates will be required on or before interview date).
- DUTIES** : Facilitate processing of creditors payments: Check arithmetical accuracy of invoice and authenticity of supporting documents attached to the voucher to be paid. Execute daily payment run. Process invoices and ensure that all invoices are paid within regulated timeframe. Ensure paid vouchers are recorded after the payment run date and are reconciled. Ensure that all general sundry payments are captured correctly. Perform financial support services to mitigate risk and audit queries. Respond to queries from service providers. Ensure paid payment vouchers are submitted to registry. Facilitate monthly reconciliation of creditors accounts: Prepare creditors reconciliation monthly. Follow up on creditors queries arising from creditor's reconciliation. Process clearance of outstanding items on creditor reconciliation and attend to supplier queries. Prepare and submit reports before due date: Prepare and submit creditor's reconciliation report for each service provider. Prepare and submit register of orders and invoices paid. Prepare and submit report for all outstanding invoices and orders report for preparation of accruals. Manage area of responsibility.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- POST 21/151** : **STATE ACCOUNTANT: SALARIES ADMINISTRATION REF NO: OTP 10/05/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 - R362 994 per annum (Level 07)  
: Bhishe  
: Matric with NQF Level 6 qualification (National Diploma) as recognised by SAQA in Financial Management coupled with 1-2 years' experience in the field of finance or salaries environment. Basic knowledge of public Service Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge of Financial Administration, Knowledge of PERSAL and BAS system. Knowledge of Batho –Pele Principles Computer literacy. Knowledge of procedures relating specific working environment including norms and standards. Good Communication (verbal and written) and report writing skills. Interpersonal relationship. A valid driver's license will serve as an added advantage.
- DUTIES** : To verify, capture, update and resolve Salary transactions accurately and timeously. To deal with Salary enquiries. To provide information to employees. Authorize all Salary related transaction on BAS and PERSAL. Ensure that claims and allowances are paid within the prescribed period. Verification and authorization of benefit to be paid to officials and beneficiaries of deceased. Provide support to management by assisting with audit queries. Perform tax reconciliation and PERSAL/BAS reconciliation. Ensure that all suspense accounts are cleared and reconciled, and the balances monitored to ensure that they become zero at month end and year end. Manage PMDS and ensure staff development training needs. Payroll Management. Preparation of monthly reports. Supervise of section Check and accurately of documents from HR Section.
- ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)
- NOTE** : This post is earmarked for a vibrant young person living with disability.

<b><u>POST 21/152</u></b>	:	<b><u>ADMIN OFFICERS: STRATEGIC SKILLS REF NO: OTP 11/05/2024 (X2 POSTS)</u></b> (Fixed Term Contract of 12 Months)
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Matric with an NQF level 6 (National Diploma) in Public Management/ Administration or similar qualifications. Must have a minimum of 1- 2 years' experience as an administrator/ project administrator in the related field. Skills required: Planning and Execution, Interpersonal Relations, Analytical thinking, good communication skills, computer Literate.
<b><u>DUTIES</u></b>	:	Render general administration support services to project activities; Record, file and manage incoming and outgoing correspondence. Manage and maintain the attendance and leave registers. Check correctness of subsistence and travel claims of the officials and submit to the manager for approval. Provide a supply chain management support service; Arrange travelling and accommodation. Procurement of goods and services. Keep and maintain the assets register of the component. Update expenditure of HRDSS.
<b><u>ENQUIRIES</u></b>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for a vibrant young person.
<b><u>POST 21/153</u></b>	:	<b><u>COMMUNICATIONS OFFICER: PUBLIC RELATIONS MARKETING &amp; BRANDING REF NO: OTP 12/05/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, An NQF level 6 (National Diploma) in Marketing / Public Relations / Communications / Journalism /Branding / Advertising. Minimum of 1-2 years' experience in Communications/ Public Relations environment. Possess excellent communications skills including interpersonal skills, willingness, and ability to work as part of the Provincial Communication team. Understanding Government procurement and other procedures regulation and functioning through previous work in the public service especially in the Office of the Premier is an added advantage. Valid driver's license. Skills: Knowledge of Branding Strategies, Marketing; Government Communication systems; Familiarity with latest marketing trends and best practices; Ability to conduct research and analyse data; Organizational skills, experience meeting tight deadlines; Excellent communication and teamwork skills; Results-driven attitude; A creative and innovative mindset. Project Management. Excellent presentation skills. Attention to detail. Excellent Communication skill (written/ verbal). Strategic thinker and problem solver. Excellent computer literacy (MS Word, Excel, PowerPoint, web and email packages). Knowledge: Expert knowledge of the interpretation and application of Corporate Identity and Branding principles. Understanding of Government Relations, Corporate Communication and Stakeholder engagement. An understanding of communication strategies, coupled with the branding and corporate identity deliverables thereof. Ability to develop branding and exhibition plans, with costing and timelines. Ability to travel across the province and work long hours. A valid driver's licence is required.
<b><u>DUTIES</u></b>	:	Perform various functions to brand management. Manage the branding assets of the division. Involvement in website/intranet management. Provide publications management assistance. Assist with the implementation of the provincial communication strategy. Participate in the provincial communications systems structure. Perform specialized secretariat functions (e.g during Izimbizo, outreach programmes). Involvement in stakeholder relationship management. Perform other functions with the Provincial Communication Division in order to gain broad range of communication skills & experience. Assist the coordination and implementation of the brand-building strategies on behalf of the provincial government. Assist with the implementation on the branding protocols and the supply branding materials to all provincial and special programs. Produce provincial branding material in line with branding manual as well as Branding Protocols in the Province and ensure maintenance thereof; Execute branding plans (including co-branding) during Premier's programs; Provincial government programs, including institutionalized days and adhoc marketing activities; Assist in monitoring

application of Provincial Corporate Identity. Develop, present, and execute create ideas for branding activities (programme launch and profiling/promotion). Assist to develop and optimise branding and marketing campaigns. Assist with the execute plans and report on branding campaign results. Assist in identifying opportunities to use in marketing and branding opportunities to profile Eastern Cape Province and Eastern Cape Provincial Government. Assist with the preparation for all interactions and consultations with key role players to drive the marketing and branding of the Eastern Cape Province.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**NOTE** : This post is earmarked for a vibrant young person.

**POST 21/154** : **ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: OTP 13/05/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 - R254 928 per annum (Level 05)  
: Bhisho

: Grade 12 or relevant National (Vocational) Certificate with Mathematics and Accounting with no working experience. Experience in salary administration environment with post qualification (NQF 6) in Commerce/Financial Management or Accounting will be added advantage. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.)

**DUTIES** : Check and capture all salary inputs on salary system: Receive and check to ensure all required documents from HR department. Submit documents to Internal Control Unit for compliance checking. Capture the payment on Personal and Salaries System (PERSAL. Prepare BAS payments: Compile payment advice, Check and verify banking details before payment, Follow-up with SCM on creation of the entity to enable process of the payment, Submit payment to Creditors Payments & Reconciliation Sub Directorate. Ensure record keeping and filing of salary related documents: File salary related documents accurately after supplementary run, store all files and up to date record keeping safely; in accordance to set policies and procedures. Clearing of salary related suspense accounts: Requests BAS reports on BAS system of suspense accounts (such as Medical Aid, UIF, Salary Deductions disallowances). Perform clearance on the BAS system that reflects no-outstanding amounts and submit to Senior State Accountant.

**ENQUIRIES** : Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment Enquiries eMail: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**NOTE** : This post is earmarked for a vibrant young person.

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> and/or at [www.ecprov.gov.za](http://www.ecprov.gov.za) . The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: [Theliswa.nkonyile@ectreasury.gov.za](mailto:Theliswa.nkonyile@ectreasury.gov.za)/ OR [Olwethu.mjali@ectreasury.gov.za](mailto:Olwethu.mjali@ectreasury.gov.za); do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted. Refer all application related enquiries to the specified contact person.

**FOR ATTENTION** : Ms T. Nkonyile or Ms. O. Mjali

**CLOSING DATE** : 01 July 2024. No late applications will be accepted.

**NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore

not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. FOR SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications received after closing date will not be considered.

#### **MANAGEMENT ECHELON**

**POST 21/155**

**DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: PT 01/05/2024**

Purpose: To manage Human Resource Administration Services in the Department.

**SALARY  
CENTRE  
REQUIREMENTS**

- : R1 216 824 per annum (Level 13), (all-inclusive)
- : Bhisho
- : A Degree (NQF level 7 as recognised by SAQA) in Public Administration / Public Management / Human Resource Management / Industrial Psychology / coupled with Minimum of seven (7) years' experience in Human Resource Management environment of which 5 years' experience should be at a Middle Management (Deputy Director Level) /Senior Management level. Skills And Competencies: In-depth understanding interpretation and application of Public Service Legislation, Regulations and Policies that governs the Public Service. Knowledge and application of OD policies and procedures. Knowledge and understanding of Public Finance Management Act. Understanding of Departmental strategies. Interpretation of Legislation, Regulations, Policies and DPSA Circulars. Technical Skills on Organisational Design, post budgeting and establishment. Change Management. Diversity Management. Job Evaluation. Business Process Modelling. Organisational Development Models. Strategic Planning as an OD Intervention. Team Building as an OD Intervention. Post Budgeting, Knowledge of statistical methods and HR Metrics and workforce data analysis. Personnel Administration and Establishment. Sound knowledge of Recruitment and Selection, Condition of Service and Information System processes. Applied Strategic Thinking, Budgeting and



Financial Management. Information Management. Continuous Improvement. Managing Interpersonal, Conflict Management, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving, Problems Solving, Planning and Organising, Decision Making, Project Management, People Management, Team Leadership, Communication (verbal & written).

**DUTIES**

: Manage The Administration of Recruitment, Selection and Appointment of Employees; Manage the implementation of Annual Recruitment Plan. Manage and ensure implementation of recruitment, selection and appointment process. Provide guidance in the development of human resource management and administration policies, processes and procedures and manage the implementation thereof. Provide advice and guidance on recruitment and selection matters. Manage the submission of quarterly reports. Manage and monitor the implementation of employee movements and compile report. Assess and manage information captured on PERSAL. Manage and monitor the implementation of remuneration policies, procedures and practices. Provide input in the development and review of policies and strategies on matter related to recruitment & selection and retention strategy and manage implementation thereafter. Provide guidance in the development of strategies to address employee turnover Manage Conditions of Service in The Department; Provide inputs and guidance in the development and review of Conditions of Service Benefits policies and manage the implementation. Manage the implementation of conditions of service in the department. Manage the administration of leave matters. Manage and render support to line managers with the implementation of PILLIR. Manage and implement measures on leave register. Manage the compilation of leave reconciliation and PILLIR reports. Manage and verify all documents in relation to termination of services. Manage the compilation of reports on exit interview conducted and implement recommendation sites in the reports. Provide guidance in the development and review of conditions of service benefits. Manage Human Resource Information Systems; Provide inputs in the development and maintenance of personnel information systems and ensure establishment control. Manage, monitor and analyse Human Resource Information System Reports. Authorize inputs to be made on the system by the PERSAL Management unit. Verify the analysis conducted and the signing off RACF reports. Manage the review of monthly reports on Recruitment Process. Manage The Compilation of Reports in Relation To PERSAL. Manage And Coordinate the Development & Implementation of Human Resource Plan; Provide inputs in the development of human resource planning strategies, policies and processes and manage the implementation. Provide guidance and inputs on the development of HR Delegations and monitor the implementation. Provide inputs in the development of the Employment Equity and Diversity Management and monitor the implementation. Manage the compilation of quarterly reports. Manage Area Of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Implement, Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is 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.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE**

: EE Target: African Female.

**POST 21/156**

**DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO:  
PT 02/05/2024**  
(5 Year Contract)

**SALARY** : R1 216 824 per annum (Level 13), (all-inclusive)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 8 years' work experience in IT environment, of which 5 years should be middle management (Deputy Director) level. An exposure of at least 2 years' experience in application/system development/life cycle will be an added advantage. Skills and Competencies: Expert in IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Project Management Skills, Researching Skills, understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

**DUTIES** : Working with Programme Management, providing ICT advisory services and project management support in the automation/digitalisation of key business processes (Patient Records, Patient Management System; Inventory Management, Incident Management, Medico-legal case registers, etc) by the Department of Health (DOH); Manage and review existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or adverse events; Ensure the development of a detailed program specification through engagements with users; Manage applications deployment for the Project; Perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or adverse event; Ensure overall data integrity of the cases or adverse events that have been captured onto the Case Management IT system. Review of ICT policies and recommend mitigation measures where necessary to ensure compliance with ICT Governance Framework and optimisation of the DoH ICT strategy; Effective Stakeholder Management, through regular reports, engagements and ensure implementation of the resolutions and agreed commitments. Manage Area of Responsibility: Effective and efficient management of assigned resources, including managing the performance of the deployed human resources; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness; Resolve problems of motivation and control with minimum guidance from manager; Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all assigned staff; Manage daily employee performance and ensure timely Performance Assessments of all assigned staff; Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility; Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Male

**POST 21/157** : **DIRECTOR: MUNICIPAL BUDGET & REVENUE MANAGEMENT,  
ECONOMIC & FISCAL POLICY OVERSIGHT & FINANCIAL RECOVERY  
SERVICES REF NO: PT 03/05/2024**

**SALARY** : R1 216 824 per annum (Level 13), (all-inclusive)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Local Government Finance, Business Economics, Economics, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification will be an added advantage. Previous experience in monitoring or working in municipal environment is essential. Knowledge and experience in the intergovernmental fiscal framework, coordinating of financial disputes, the implementation of the financial recovery framework and developing resolutions for financial challenges in municipalities. Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting,

Financial Management and Reporting, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with MBRR, mSCOA, Municipal Financial Recovery Services and Macro and Micro Economic Policy Environment.

**DUTIES**

: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective hands on support to municipalities in the following areas: budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting. Understanding of the Macroeconomic environment. Determining and analysing key economic variables, their inter-relation and relevance for the budget - Determining the potential and constraints for growth and development and their interaction with local governmental spending and revenue patterns/trends. Support municipalities with revenue management initiatives, improving collection rates of municipalities, support and guide municipalities on revenue management related policies including credit control policies, standard operating procedures for revenue management. Undertake a study of alternative revenue sources within the province. Assess the performance of municipalities to determine the triggers to intervention and the mode of intervention in municipalities. Conduct early warning preventative measures to avoid municipalities being in financial crisis in line with the RSA Constitution and the Municipal Finance Management Act. Apply the legislatives frameworks and guidelines in the execution of interventions to legislatively support local government Application of Institutional Reforms: Propose institutional reforms for implementation of a financial recovery framework Initiate the implementation of cross cutting measures and practices aimed at improving the performance of local government. Align holistic reforms and transformation measures to sustain a feasible financial recovery plan Analyse and Evaluate Financial Outcomes: Analyse and evaluate financial challenges within municipalities and develop measurable recovery plans Evaluate reviews of financial information, service delivery information and performance Analyse and evaluate financial outcomes and present to relevant stakeholders.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE**

: EE Target: African Male

**POST 21/158**

: **DIRECTOR: MUNICIPAL ACCOUNTING, REPORTING, FINANCIAL ASSETS REF NO: PT 04/05/2024**

**SALARY**

: R1 216 824 per annum (Level 13), (all-inclusive)

**CENTRE**

: Bhisho

**REQUIREMENTS**

: A Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Postgraduate qualification and completion of SAICA training programmes will be an added advantage. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government sector, finance and related reforms in the areas of Budgeting, Financial Management and Reporting, Supply Chain Management, Asset and Liability Management, Internal Audit, Audit Committee and Risk Management. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards, mSCOA & Local Government Framework for Infrastructure Delivery and Procurement Management. The candidate should have strategic capabilities and leadership,

- budget & financial management, programme & project management, change management, knowledge management, problem solving with strong research, analytical and writing skills.
- DUTIES** : Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team at head office, in districts and effective guidance, hands-on support, control mechanism to municipalities on issues of compliance with Financial Management, Annual Reporting Frameworks, SCM & Asset Management. Promote understanding of municipalities by developing risk-based plan to ensure the implementation and compliance with the GRAP Reporting Framework, Regulations on SCM & Asset Management. Oversee the implementation of mSCOA in the province to ensure compliance, credibility of reporting and also provide support on the improvement of the Financial Management Capability Maturity Model (FMCMM) level, which aims to improve municipalities and municipal entities' financial management capabilities and overall sustainability. Expand networks and collaborative effort with other role players in the districts and the province and nationally toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team, including human resource management, planning, risk management and reporting. Support the development and implementation of quality assurance programme (Risk Management, Internal Audit & Audit Committee). Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za /or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs)
- NOTE** : EE Target: African Female

#### **OTHER POSTS**

- POST 21/159** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: PT 05/05/2024**  
(5 Year Contract)  
Purpose: To provide measures to enhance financial management in sector departments as determined by the need from time to time (in line with section 18 of the Public Finance Management Act), including the review of systems of controls for adequacy and effectiveness against observed exceptions and guide on mitigation measures, towards mature and sustainable financial management and administration systems.
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive)  
: Bhisho  
: A Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Accounting coupled with Minimum of 5 years' work experience in financial management of which 3 years should be and Assistant Director Level. 2 years' experience working with BAS (or similar accounting system). A valid driver's licence is essential. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.
- DUTIES** : Review the Financial Management controls systems for developing Intervention Plans; Review financial reports for compliance with reporting standards and accuracy for decision making; Support sector departments with reconciliations and preparation of financial statements; Perform analysis of financial information for informing decisions in support of the Interventions by Provincial Treasury; Prepare reports to facilitate governance and accountability as well as effective stakeholder management; Engage with other transversal units to promote collaborative efforts to improve financial management maturity in the province. Strengthened communication platforms by presenting and sharing financial management exceptions to the CFO Forum; Perform any

		other duties to support the CFO function, thereby creating a sustainable financial management maturity in the province.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<b><u>NOTE</u></b>	:	EE Target: African Female
<b><u>POST 21/160</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL RISK MANAGEMENT REF NO: PT 06/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 per annum (Level 11), (all-inclusive) Bhisho A Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance, Risk Management or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience at Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of MFMA local government risk management framework, IDP, other relevant planning processes in municipalities, compliance, risk management processes and reporting. The candidate should be familiar with the accounting reforms in the municipal space in line with Municipal Budgets, GRAP Standards, MBRR, mSCOA. Knowledge of the King IV report. Analytic skills. Ability to interact with senior management in municipalities.
<b><u>DUTIES</u></b>	:	Manage And Facilitate the Development of Anti-Corruption, Risk and Integrity Management Policies, Strategies and Framework. Supervise the development and implementation of risk management policies and risk management strategies in municipalities. Conduct research on best-practices on risk management framework. Facilitate awareness on the risk management framework. Monitor the Implementation of Anti-Corruption policies, Monitor progress on Risk Management Implementation Plan in municipalities. Coordinate submission of risk reports. Ensure assessment of the adequacy of the risk management reviews from the reports. Conduct Municipal Risk Management Assessment, Identify Risks and Develop Strategies for Municipalities; Assist in conducting annual strategic municipal risk assessment by means of Risk identification; Risk analysis and Risk rating, and the development of mitigating action plans for municipalities provincially. Support municipalities with development and updating of risk register and risk profiles. Monitor the implementation of action plans to reduce risk. Consolidate risk reports from municipalities and develop a risk profile for the province. Facilitate Capacity Building Sessions on Anti-Corruption, Risk and Integrity Management Policies, Processes and Procedures in Municipalities; Provide technical support to Chief Risk Officers in municipalities to guide them in implementing risk management as per request. Facilitate the establishment of information-sharing and peer-to-peer learning platform for municipalities (Municipal Risk Management Forums). Conduct awareness workshops on risk management policies, processes and procedures. Provide technical support and guidance on the functioning of Risk Management Committees. Report on local government performance to inform on decision making by all relevant stakeholders. Analyse reports from municipalities, identify areas of intervention and devise intervention strategies. Intergovernmental Relations/Participation Attend and participate in the National Public Sector Risk Management Forum. Participate in risk management task teams as and when required by National Treasury.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<b><u>NOTE</u></b>	:	EE Target: African Female
<b><u>POST 21/161</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL AUDIT &amp; DC BOARDS REF NO: PT 07/05/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R849 702 per annum (Level 11), (all-inclusive) Bhisho

**REQUIREMENTS**

: A Degree (NQF level 7 as recognised by SAQA) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in auditing / monitoring / working in municipal environment is essential. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of internal audit, audit committee, municipal budget reviews; financial management and reporting, expenditure management, cost effective procurement systems and effective asset & liability management. The candidate should be familiar with the auditing and accounting reforms in the municipal space in line with MFMA, GRAP Standards, Municipal Budgets, MBRR and mSCOA.

**DUTIES**

: Monitor Compliance with the MFMA and International Standards for Professional Practice of Internal Auditing (ISPPF)/ The Global Internal Auditing Standards. Provide municipal support in the development of a standard Internal Audit Charter. Provide recommendations and guidance on how internal auditing standards and relevant circulars should be applied by the municipalities. Determine that all internal audit units in municipalities have standard documents for their day-to-day operations. i.e. Charters, Internal Audit Manuals or Internal Audit Methodology. Conduct workshops for municipalities on use of Internal Audit methodology. Provide Guidance on development of municipal 3 year and 1-year Internal Audit Plans. Respond to queries relating to internal audit and audit committees prescripts. Provide support to audit committees (i.e. recruitment of the new audit committee, induction and attendance of audit committee meetings). Conduct status surveys on internal audit and audit committees. Promote The Image of Internal Audit Externally; Provide open understanding of sound internal audit and audit committees in municipalities. Engage Chief Audit Executives of municipalities and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during Municipal Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of municipalities and other relevant stakeholders on emerging issues. Monitor and report on the performance of Internal Audit units and Audit Committees in the municipalities. Perform Specialised Audits; Perform the Internal Quality Reviews for municipalities. Monitor, advise and report on the implementation of Quality Assurance and Improvement Program. Coordinate External Quality Assurance Reviews and ensure that Quality Assurance Reports are finalised and reported. Ensure corrective action plans are maintained for Quality Assessments. Monitor Implementation of Recommendations; Facilitate the development of best practice monitoring tools that are suitable for internal audit functions. Monitor and report on implementation of internal audit findings and audit committee recommendations. Provide Technical Support and Capacity Building In Municipalities, Identifying Internal Audit training in respect of Internal Audit matters. Coordinate training on internal audit matters, policies, and procedures. Provide continuous development training throughout the municipalities. Analyse and workshop municipalities on service delivery performance areas in the province. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders. Manage Area of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Provide capacity building to Disciplinary Boards members in line with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings. Develop the monitoring and evaluation of the functionality of the Local Government Disciplinary boards in the municipalities. Guide municipalities on consequence management in line with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE**

: EE Target: African Male

**POST 21/162** : **DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT & OPERATIONS**  
**SUPPORT REF NO: PT 8/05/2024**

Purpose: To manage the provision of ICT and operational User Support and help with the provision of Information Communications Technology.

**SALARY** : R849 702 per annum (Level 11), (all-inclusive)  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

A Degree NQF level 7 as recognised by SAQA or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science / Information Systems coupled with 5 years' experience of which 3 years' must be at an Assistant Director Level in Information Technology. Skills and Competencies: IT System and Support, ICT Procurement, Public Finance, Policy Development and Management, Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising. Problem Solving and Decision Making, Project Management, Team Leadership.

**DUTIES** : Co-Ordinate The Development and Monitoring and The Implementation of ICT Policies, Processes and Procedures: Manage and monitor the Users support function in line with ITIL / COBIT framework. Facilitate the development and implementation of ICT User Support related policies. Facilitate Operational Support Services; Provide leadership and supervision for a technical team by effectively managing the day-to-day operations of the User Support Unit and Help Desk unit including evaluation, training, motivation and consistent support of staff development. Serve as the primary coordinator/contact within Provincial Treasury and vendors for the user support area of Information Technology. Coordination and administer support for resolving problems related to personal computers, computer applications and other information technologies. Provide oversight and direction for the User Support Unit. Maintain ICT Administrative Systems and Ensure Data-Integrity; Maintain a master list of software and hardware and maintenance agreements. Assures preparation of correspondence, reports and prepares, disseminates information to branches/divisions/sections related to offered customer support services. Prepares correspondence and reports relating to User Support programs and functions. Prepares user "help" documentation and instructions, and troubleshooting guides. Manage Area Of Responsibility; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Female

**POST 21/163** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: PT 09/05/2024**  
Purpose: To provide Information Communication Technology (ICT) security services.

**SALARY** : R849 702 per annum (Level 11), (all-inclusive)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Security or related ICT qualification with a Minimum of 5 years relevant work experience in ICT of which 3 years' experience must have been at a Middle Management Level (Assistant Director level). CISSP or CISM or CASP+ certificates will be an added advantage. Skills and Competencies: ICT Systems and Network Management. Financial Management. Policy Development & Management.

Project Management and Development. ICT Procurement. Programming understanding. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management. Knowledge Management, Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations.

**DUTIES** : Establish, Manage and Monitor an Information Security Program; Implement, monitor and review the Information Security management program. Develop and implement relevant Information Security strategies, policies and procedures. Customise and implemented the relevant directives and facilitate incorporation of information security at the initial stages for all relevant project implementations. Direct the design of relevant security solutions. Champion and educate the organization about the latest security strategies and technologies. Coordination and implementation of technical controls defined within the Information Security Management Framework or program. Manage user identity and IT physical access in accordance to business requirements; Coordinate and manage endpoint security. Coordinate and manage network and connectivity security; protect against malware. Coordinate and manage user identity and logical access. Perform relevant ICT activities regarding ICT assets. Monitor the IT infrastructure for security related events. Implement and maintain preventative, detective and corrective measures to protect information systems from unauthorized access and malware. Effective Management of ICT Internal Controls and Risks; Facilitate the identification and mitigation of the IT security risks and provide guidance and development to the team of managing the risks. Facilitate and implement the required and relevant penetration testing, vulnerability scanning of the network. Quantify the risks of different IT architectures and communicate to the relevant stakeholders. Facilitate and coordinate periodic threat risk analysis and security assessments to identify areas of improvement. Facilitate the processes of audit log management. Information Security Incident Management; Coordinate Disaster Recovery processes and IT continuity plans. Guide and monitor the establishment and maintenance of required sufficient data recovery processes data recovery testing to prove data recoverability. Conduct thorough due diligence for departmental requirements of cloud services.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Female

**POST 21/164** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: PT 10/05/2024**  
(5 Year Contract)  
Purpose: To assist in measures to enhance financial management in sector departments as determined by the need from time to time (in line with section 18 of the Public Finance Management Act), including the review of systems of controls for adequacy and effectiveness against observed exceptions and guide on mitigation measures, towards mature and sustainable financial management and administration systems.

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) In Financial Management coupled with Minimum 3 years' work experience at an Officer level (Level 7 or higher) in financial management and with at least 2 years' experience working with BAS (or similar accounting system). A valid driver's licence is essential. Skills and Competencies: High end IT Skills (micro-soft and related



applications), Communication Skills, Writing and Presentation Skills, Stakeholder Management Skills, Researching Skills, Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBEE, National Treasury Regulations, Supply Chain Management Reforms, applications of project management tools and methodologies in Supply Chain Management and Asset Management related areas of operation, Willingness to travel and Driver's License.

**DUTIES** : Assist in the review of Financial Management controls systems for developing Intervention Plans; Assist in the review of financial reports for compliance with reporting standards and accuracy for decision making; Support sector departments with reconciliations and preparation of financial statements; Perform analysis of financial information for informing decisions in support of the Interventions by Provincial Treasury; Prepare reports to facilitate governance and accountability as well as effective stakeholder management; Assist in the engagements with other transversal units to promote collaborative efforts to improve financial management maturity in the province. Support the strengthening of communication platforms by presenting and sharing financial management exceptions to the CFO Forum; Perform any other duties to support the CFO function, thereby creating a sustainable financial management maturity in the province.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Male

**POST 21/165** : **ASSISTANT DIRECTOR: TECHNICAL SUPPORT REF NO: PT 11/05/2024**  
Purpose: To provide Information Communication Technology (ICT) security services.

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Bhisho

**REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Information Security or related ICT with a Minimum 3 years relevant work experience in ICT of which 2 year experience must ICT security related at an officer level (Level 7 or higher). CISSP or CISM or CASP+ certificates will be an added advantage. Skills and Competencies: ICT Information Security Systems and Financial Management. Policy Development & Management. Project Management and Development. ICT Procurement. understanding. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management. Knowledge Management, Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations.

**DUTIES** : Information Security Incident Management; Coordinate day to day activities and operations of the Information Security function, troubleshoot and document incidents. Liaise with other relevant stakeholders Provide support to the Disaster Recovery processes and IT continuity plans. Provide support to the maintenance of required sufficient data recovery processes data recovery testing to prove data recoverability. Conduct thorough due diligence for departmental requirements of cloud services. Manage Information Security Training and Development; Facilitate the information security training and awareness program. Develop, implement and deliver training and awareness program as required by the department. Continuously plan and develop mechanisms to institutionalise information security such that culture of information security exist in the department. Provide Support in The Management of User Identity and IT Physical Access In Accordance To Business Requirements; Coordinate and manage endpoint security.

Coordinate and manage network and connectivity security; protect against malware. Coordinate and manage user identity and logical access. Perform relevant ICT activities regarding ICT assets. Monitor the IT infrastructure for security related events. Implement and maintain preventative, detective and corrective measures to protect information systems from unauthorized access and malware. Provide Support in Effective Management and Monitoring Of An Information Security Function; Implement, monitor, and review the Information Security management program. Provide support in the design of relevant security solutions. Provide support in implementation of technical controls defined within the Information Security Management Framework or program. Identification and mitigation of the IT security risks, Facilitate and implement the required and relevant penetration testing, vulnerability scanning of the network. Quantify the risks of different IT architectures and communicate to the relevant stakeholders. Facilitate and coordinate periodic threat risk analysis and security assessments in order to identify areas of improvement. Perform the relevant audit log management processes. Provide input in the development and review of relevant Information Security documentation including policies, standard operating procedures, manuals etc. Implementation of ICT operational plan.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Male

**POST 21/166** : **BUSINESS ANALYST: ICT APPLICATION & MAINTANCE SERVICES REF NO: PT 12/05/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho

: A Degree (NQF level 7 as recognised by SAQA) in Business Process Re-engineering, Industrial Engineering, Computer Science / Information Technology/ Software Development, coupled with Minimum of 3 years' work experience in ICT environment at an officer level (Level 7 or higher). A certificate in Business Processes or ICT Governance or Data Management or IT Security and an exposure of least 2 years' experience working in process and /or quality improvement programme will be an added advantage. Skills and Competencies: High end IT Skills (micro-soft and related applications), Communication Skills, Writing Skills, Stakeholder Management Skills, Researching Skills, Data Management, Project Management, System Analysis, Good understanding of System Development Life Circle (SDLC, Analysing and visualising Data Understanding of legislative framework that governs the Public Financial Management Systems, Applications of ICT Governance protocols in the public sector, etc.

**DUTIES** : Support the development and execution of the IT strategy for business process optimization, including Business Process Re-engineering and Change Management. Governance and Business Architecture: Assist with enterprise architecture and acquisition monitoring and reporting, Support the review of the current relevant architectures for the Department. Analyse the current architectural baseline gaps for modifications and solutioning, application architecture gap analysis and identified applications, and business solutions, Support the implementation and necessary review of the Corporate Governance of ICT framework. Assist with the alignment of ICT standards and procedure to the relevant Frameworks. Conduct and analyse business requirements needs. Compile and document User Requirements Specification (URS) documents for systems development. Facilitate implementation of changes on operational systems. Liaise with relevant stakeholders. Data management. Business architecture solution design. Overseeing data collection and capturing (setting up data management capacity) to support Data integrity as well completeness, Support management of projects by ensuring continual updates, ensure accurate information to support the audit outcomes (disclosure of contingent liabilities), Support the preparation of reports to facilitate governance and accountability as well as effective stakeholder management. Performing Quality Assurance: Ensuring that software product features meet quality standards. Defining Reporting and Alerting Requirements: Business Analysts help design reporting systems and alert mechanisms to keep stakeholders informed. Review, analyze and

evaluate business systems and user needs. Document requirements, define scope and objectives and formulate systems to parallel overall business strategies. Identify an organisation's technical needs, plan enterprise architecture and strategize ideas to improve a business's decision-making. Identify and communicate with key stakeholders. Gather, review and analyze business and industry data, including KPIs, financial reports and other key metrics using data analytics tools. Liaise between various business departments and groups.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Female

**POST 21/167** : **ASSISTANT DIRECTOR: USER ACCOUNT MANAGEMENT- LOGIS IPLEMANTATION REF NO: PT 13/05/2024**

Purpose: To render support in the management and monitoring of the utilisation of LOGIS System in the province

**SALARY** : R444 036 per annum (Level 9)

**CENTRE** : Bhisho

**REQUIREMENTS** : A Degree (NQF level 7 as recognized by SAQA) in Financial Management / Information Systems / Supply Chain Management coupled with Minimum 3 years relevant experience in LOGIS at an Officer Level (Level 7 or higher). LOGIS System Controller certificate is essential. Previous role as store / region or departmental System Controller would be an added advantage. Skills and Competencies: Public Finance Management Act, Financial Accounting, Performance Management, Group Profile Management, User profile Management, Microsoft Access/or SQL, Asset management and Asset Miscellaneous, LOGIS System Controller, LOGIS Order, payment / BAS, Automated transit and posting, cost centre manager, LOGIS management reporting, LOGIS Train the Trainer. Computer literate, Communication Skills (verbal and written), Problem Solving, Decision Making, Analytical Thinking, Managing of Financial Resources, Interpersonal Skills, Project Management, Planning and Execution.

**DUTIES** : Render Support in The Management of Logis System in The Province; Monitor activities of all LOGIS System Controllers. Render support to departments relating to LOGIS challenges. Assist with technical setup of LOGIS printers. Responsible to maintain a register for all maintenance on user requests pertaining to user profile changes. Responsible for recording of system downtime and reporting. Establish and maintain a database of technical problems reported by System Controllers to both National and Provincial Treasury. Track number of technical problems resolved by National or Provincial Treasury. Communicate monthly statistics on all calls logged at National Treasury. Responsible for balance scorecard adjustments. Perform User Account Management in The Province; Perform Quarterly user account review monitoring of LOGIS per department. Coordinate submission of LOGIS compliance certificates. Write reports on findings of user account management. Ensure all System Controllers receive communication on system enhancements and system updates. Monthly monitoring of system breaches on login violations. Report dormant users and flag them for de-registrations. Monthly monitor resource utilisation to ensure all users have adequate access to the system. Report deficiencies depicted on reports to the Deputy Director: LOGIS Monitoring & Support. Ensure the standardisation of user IDs to PERSAL numbers only. Assist with ad hoc duties on requesting reports for client departments and stakeholders within Provincial Treasury. Assist with analysis of data on commitment reports and obsolete system data. Perform ad hoc DR testing bi-annually.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Female

**POST 21/168** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: PT 14/05/2024**  
Purpose: To render Demand Management Services in the Department.

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : Degree (NQF level 7 as recognized by SAQA) in Supply Chain Management / Procurement / Logistics / Finance / Public Management qualification coupled with Minimum 3 years' experience in Supply Chain Management environment at a level of an Officer (Level 7 or higher). Exposure to Demand or Acquisition Management will be an added advantage. Knowledge of Centralise Supplier Data (CSD) base function is essential. Skills and Competencies: Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, and National Treasury Regulations. Supply Chain Management Circulars, Practices and Policies. Risk Management Policies and Practices. Financial Accounting. Budget preparation. Bid administration, Procurement. Organising and planning, Problem solving, Conflict Management, Project Management, People Management Skills, Computer Literate. Decision Making.

**DUTIES** : Coordinate The Reviewal of Procurement Needs for the Department. Analyse requirements. Conduct research and develop proposal for implementation. Assess and interpret the results of the research on the market for procurement methodology. Develop Demand Management Plan. Assist in developing/ reviewal of SCM Policies and Standard Operation Procedure. Develop strategic sourcing for effective and efficient service delivery. Ensure compliance with quality requirements. Determine whether specifications should contain any special condition. Coordinate The Development of The Annual Procurement Plan. Collection information from the relevant role players. Check (engage) and analyse the information. Confirm availability of Budget. Check alignment against strategic and other objectives. Consolidate the procurement plan and submit for approval by the Head of Department (HOD). Coordinate The Compilation of Tender/Quotation Specification. Determine whether a specification for the relevant commodity exists. Facilitate Bid Specification Committee sittings, Conduct working sessions with end users, Present to the Bid Specification Committee, Draft minutes of the Bid Specification Committee, Compile a document file for the acquisition process, Conduct briefing sessions as and when required. Ensure compilation of accurate monthly and quarterly reports and submit thereof timeously. Monitor Procurement Plan and report thereof. If not oversee the collection and collation of information and the compilation of specification/terms of reference. Compile request for proposal as required if applicable.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Female

**POST 21/169** : **LEGAL ADMINISTRATION OFFICER REF NO: PT 15/05/2024**

**SALARY** : R440 412 per annum, (OSD)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : An LLB or appropriate equivalent undergraduate recognized Legal Qualification (NQF level 7 as recognized by SAQA). At least 5 years' appropriate experience in litigation and advisory services. Admission as an Attorney. A valid driver's license is essential. Skills and Competencies: Interpersonal relations; Computer literacy; Communication (written and verbal) skills; Innovative and analytical thinking. An applicant must be able to understand public service legal prescripts and its applications, to enable the management of litigation. Understanding of departmental policies and procedures. Ability to apply, interpret and research the law. Experience in drafting of legal opinions. Ability to draft and negotiate contracts and agreements.

**DUTIES** : Manage and coordinate litigation in favour of or against the department, prepare instructions to State Attorney, monitor the court case from the inception to its finality, consult with the relevant line function at each stage of the pleadings. Render support to the Department by conducting research on new case law which impacts on litigation. Conduct research on relevant legal prescripts and case law in order to provide sound legal opinions. Monitor and

		report on compliance with court orders in all provincial departments. Ensure departmental policies are in line with the applicable legal prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<b><u>NOTE</u></b>	:	EE Target: African Female
<b><u>POST 21/170</u></b>	:	<b><u>DATABASE ADMINISTRATOR: ICT APPLICATION &amp; MAINTANANCE SERVICES REF NO: PT 16/05/2024</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree or National Diploma (NQF level 7 as recognised by SAQA or NQF level 6 as recognised by SAQA) in IT qualification. 2+ years' experience with MS SQL. Experience in MS SQL manager, performing SQL queries and log management. Certificate, CompTIA, Microsoft or similar certification will be an added advantage. Skills and Competencies: Proven working experience as a Database Administrator. Hands-on experience with database standards and end-user applications. Excellent knowledge of data backup, recovery, security, integrity, and SQL. Familiarity with database design, documentation, and coding. Previous experience with DBA case tools (frontend/backend) and third-party tools. Familiarity with programming languages and APIs. Problem-solving skills and ability to think algorithmically. A degree in computer science or relevant certification.
<b><u>DUTIES</u></b>	:	Building database systems of high availability and quality based on end users' specialized roles. Ensuring that databases operate efficiently and without errors. Managing databases and updating permissions. Backing up and restoring data to prevent data loss. Defining users and enabling data distribution to the right user in appropriate formats and timely manner. Using high-speed transaction recovery techniques and backup data. Minimizing database downtime and managing parameters for fast query responses. Providing proactive and reactive data management support and training to users. Determining, enforcing, and documenting database policies, procedures, and standards. Regularly testing and evaluating data security, privacy, and integrity. Monitoring database performance and implementing changes as needed. Develop and troubleshooting ETL Processes (SSIS). Database deployments (update and new changes to database objects).
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<b><u>NOTE</u></b>	:	EE Target: African Female. This post is earmarked for a person with disability.
<b><u>POST 21/171</u></b>	:	<b><u>ADMIN OFFICERS: PROJECT MANAGEMENT REF NO: PT 17/05/2024 (X5 POSTS)</u></b>
		Purpose: To support financial management interventions in province for institutions managed under the Public Finance Management Act and Municipal Finance Management Act, with immediate priority given to departments of Health and Education.
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Public Management / Financial Management / Internal Auditing coupled with Minimum of 2 years' experience in administration. A drivers Licence will be an added advantage. Skills and Competencies: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (Excell, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.
<b><u>DUTIES</u></b>	:	Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data

integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update medico claims on e-liability register. Perform any other duties to support data management and general administration thereby ensuring that Intervention objectives are achieved.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: X3 African Male & X2 African Female. This post is earmarked for a person with disability.

**POST 21/172** **PERSAL SUPPORT AND ADMINISTRATION REF NO: PT 18/05/2024**  
Purpose: Act as user type 2 for three centralised departments and support the user type1 in the carrying out of duties

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in Human Resource Management/ Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. PERSAL certificates is essential. At least 2 years' experience in a PERSAL environment preferably in the monitoring and support area. Knowledge of regulations related to Human Resource Management. Skills and Competencies: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

**DUTIES** : Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCCs for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision-making.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Female. This post is earmarked for a person with disability.

**POST 21/173** : **COMMUNICATION OFFICER REF NO: PT 19/05/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Journalism/Media Studies or Public Relation coupled with Minimum of 2 years' experience in communications environment.

**DUTIES** : Conduct daily media monitoring. Maintain a database of media organizations and contacts within them. Market the departmental and Provincial events. Maintain a database of media organizations and contacts within them. Manage the company's or organization's social media communications. Regularly meet with and conduct interviews with media personnel. Create and produce internal

newsletters for the organization. Create and produce visual content. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public. Prepare and manage the organization's communication. Manage the departmental social media communications. Facilitate and produce internal newsletters for the department. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public. Prepare and manage the organization's communication plan.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Male. This post is earmarked for a person with disability.

**POST 21/174**

**ICT PRACTITIONER REF NO: PT 20/05/2024**

(5 Year Contract)

Purpose: To support advisory services on ICT projects including providing ICT project management support in various projects that are undertaken as part of implementing interventions in terms of S18 of the PFMA.

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Bhisho

**REQUIREMENTS** : A Degree (NQF level 7 as recognised by SAQA) or National Diploma (NQF Level 6 as recognised by SAQA) in ICT coupled with 2-years' experience in ICT work environment. Skills and Competencies: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (Excell, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.

**DUTIES** : Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update medico claims on e-liability register. Perform any other duties to support data management and general administration thereby ensuring that Intervention objectives are achieved.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. O Mjali at 060 5808 917 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / or Olwethu.mjali@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**NOTE** : EE Target: African Male. This post is earmarked for a person with disability.

**DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

**APPLICATIONS** : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> and/or at [www.ecprov.gov.za](http://www.ecprov.gov.za) The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: e-recruitment-bhisho@ecdpw.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted. Refer all application related enquiries to the specified contact person.

**FOR ATTENTION** : Ms N. Toni

**CLOSING DATE** : 01 July 2024. No late applications will be accepted

**NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the

internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**MANAGEMENT ECHELON**

**POST 21/175** : **DIRECTOR: PROPERTY PORTFOLIO AND PROGRAMME PLANNING REF NO: DPWI 01/05/202**  
 Re-advert: Applicants that previously applied may re-apply

**SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree NQF Level 7 in Built environment/ Property related discipline with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS). A valid driver's licence. Registration with the professional institutes will be advantageous, Knowledge and Skills: Distribution of Revenue Act (DORA). Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF), Preferential Procurement Policy Framework Act 5 of 2000. Provincial Growth and Development Plan for Eastern Cape. Public Service Act. Public Service Regulations 2016. PFMA. Applicable legislation and prescripts. Government Programmes. Information Management. Policies and Procedures. Competencies: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.



- DUTIES** : Manage Technical Portfolio Services for Client Departments. Manage and direct the provision of professional inputs to client departments in terms of the preparation of the User Asset Management Plan [UAMP]. Manage and direct the validation of the suitability and availability of land and services for client departments. Manage the delivery of the infrastructure programmes and projects. Manage and direct the provision of professional inputs to client departments in terms of the preparation of Infrastructure Programme Management Plans [IPMP's]. Manage and direct the provision of professional inputs to client departments in terms of the packaging of projects and finalization of the procurement strategy. Manage property and infrastructure inputs for longer term integrated infrastructure planning in the province. Manage the allocated resources. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Manage daily employee performance and ensure timely Performance Assessment of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)
- POST 21/176** : **DIRECTOR: MONITORING & EVALUATION: EPWP REF NO: DPWI 02/05/2024**  
Re-advert: Applicants that previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package  
: Bhisho  
: National Senior Certificate, Bachelor's Degree NQF Level 7 in BSC Economics / Statistics, B. Com Econometrics/ Development Studies / Small Business Enterprise with 5 years' relevant experience at middle management level. Pre-entry certificate for the Senior Management Service (SMS). A valid driver's licence. Knowledge And Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Management of Data. Data Analysis. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programmes and Project Management. Report Writing.
- DUTIES** : Manage the training of stakeholders in order to improve reporting and to ensure data integrity and reliability by conducting projects Audits and DQA. Develop Data Quality Assessment (DQA) tool. Monitor performance of the Province on EPWP system, manage site visits for monitoring of projects Manage compilation of EPWP reports. Manage the collection of data, clean, collate and validate. Analyze reports. Manage the development of Audit files. Compile regular reports. Monitor performance of the province on EPWP. Monitor performance of all Public Bodies on EPWP. Provide support to all public bodies. Monitor Number of work opportunities reported in the EPWP-Reporting System. Monitor performance trends of Public Bodies against Targets. Engage on one-on-one consultations with Public Bodies. Manage and facilitate training of officials from all public bodies on EPWP system. Manage the allocated resources.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

<b><u>POST 21/177</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE DELIVERY (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	Bhisho Ref No: DPWI 03/05/2024 (For Health Facilities) Ref No: DPWI 04/05/2024 (For Other Health Facilities)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in any Built environment/ related discipline with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Compulsory Professional Registered as a Construction Project Manager / Quantity Surveyor / Architect / Engineer. Knowledge and Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational, Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management.
<b><u>DUTIES</u></b>	:	Manage Construction Procurement Strategy and Infrastructure Programme Management Plan [IPMP]. Manage the professional inputs provided to DoH in preparation of the construction procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Manage the professional inputs provided to the Sub Directorate Technical Portfolio Services in terms property management norms and standards. [Life cycle costs, maintenance plans, etc.]. Manage the professional inputs provided to DoH in terms of new technology, revised norms, standards, innovations and renewable energy. Manage Infrastructure Programme Implementation Plan [IPIP] and Service Delivery Agreements. Direct and prepare the Infrastructure Programme Implementation. Plan [IPIP] for sign of by DoH. Direct and prepare the procurement plan. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed. Service Delivery Agreements. Manage the Construction Procurement Process. Manage the nomination and appointment of suitable professionals from DoH and the Directorate in collaboration with the Departmental Supply Chain Management Unit [SCM]. Manage the attendance and professional inputs being made at the different SCM Committees. Manage the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Manage Sector and Report on the programme. Manage sign-off by DoH in terms of the IPIP and different Project Execution Plans [PEPs]. Manage the implementation of contracts in line with budgets, timeframes and quality standards. Manage provision of programme support. Manage and control the budget allocated to the directorate in an efficient and cost effective manner. Manage the allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/178</u></b>	:	<b><u>DIRECTOR: TECHNICAL MAINTENANCE SERVICES FOR OTHER DEPARTMENT REF NO: DPWI 05/05/2024</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in any Built environment/ related discipline with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Compulsory Professional Registered as a Construction Project Manager / Quantity Surveyor / Architect / Engineer. Knowledge and Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable

		Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management.
<b><u>DUTIES</u></b>	:	Manage and monitor implementation of infrastructure capital projects for Provincial Departments. Coordination of Provincial Infrastructure projects in terms of construction, renovation, upgrade and refurbishment to award, execute and complete under enabling environment. Ensure projects completion by using target goals, treasury regulations, compliance with national building standards and client satisfaction. Conduct infrastructure forum meetings with concerned stakeholders to monitor the progress of projects on a monthly basis and visit problematic projects as required. Manage and monitor implementation of planned and unplanned maintenance of projects. Coordination of Provincial Infrastructure Maintenance projects. Manage preparation of specification documents for various term contracts. Manage Installation, repairs / maintenance and ad hoc maintenance as required. Manage provision of programme support. Manage and control the budget allocated to the directorate in an efficient and cost effective manner. Develop Infrastructure Programme Implementation Plan (IPIP). Manage and monitor implementation of IPIP. Manage preparation and submission of monthly, quarterly and annual reports in line with annual and operational performance plans. Manage preparation and submission of updated procurement plan. Manage the allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpc.gov.za">e-recruitment-bhisho@ecdpc.gov.za</a>
<b><u>POST 21/179</u></b>	:	<b><u>DIRECTOR: COMMUNITY DEVELOPMENT (EPWP) REF NO: DPWI 06/05/2024</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive remuneration package
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/Public Management/ Development Studies with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management.
<b><u>DUTIES</u></b>	:	Manage development of the social facilitation strategy and plan. Manage the development of community profiles where projects are to be implemented. Manage the implementation of departmental labour intensive initiatives. Manage the development and conceptualization labour intensive amenable projects. Develop a protocol to manage the implementation of the labour intensive projects. Manage the monitoring of the labour intensive initiatives. Manage the collection of list of departmental projects that will be form part of the EPWP business plan. Ensure that job creation interventions are implemented in accordance with EPWP guidelines. Ensure that the programme's job creation targets are met. Manage the collection of PoE that

will be submitted. Manage the implementation of social facilitation in all departmental projects. Manage the allocation of social facilitators in all districts. Manage the development of social facilitation framework that will be used in engaging communities. Manage the collection of list of projects to be implemented by Building and Properties, and develop a plan to roll out facilitation. Ensure that all matters requiring escalation to the HoD and MEC are processed as such. Manage the documentation of lessons learnt. Manage the allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**OTHER POSTS**

**POST 21/180** : **CHIEF QUANTITY SURVEYOR INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 07/05/2024**

**SALARY CENTRE REQUIREMENTS** : R1 042 170 per annum, (OSD), an all-inclusive remuneration package  
: Bhisho  
National Senior Certificate, Bachelor's Degree in Quantity Surveying with six (6) years Quantity Surveying post qualification experience required. Valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, Competencies: Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer Focus and Responsiveness. Financial Management. Research and Development. Technical Report writing.

**DUTIES** : Quantity Survey analysis effectiveness, Perform final review and approval or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across discipline to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness, manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organization objectives to insure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for 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 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, monitor control expenditure according to budget to ensure efficient cash flow management. Governance allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organization requirements; Provide technical specialist services or the operation of quantity survey related matters to minimize possible risks; Manage and implement knowledge sharing initiative 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, manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued quantity survey services according to organizational needs and requirements. Manage subordinate' key performants areas by setting and monitoring performance standards and taking actions to correct deviation to achieve to achieve departmental objectives.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/181** : **CONTROL QUANTITY SURVEYOR TECHNOLOGIST: OTHER DEPARTMENTS**

**SALARY CENTRE REQUIREMENTS** : R873 840 per annum (OSD), an all-inclusive remuneration package  
: Bhisho  
: National Senior Certificate, Bachelor's Degree in Quantity Surveying NQF Level 7 with six years post qualification QS technological/technical experience required. Valid driver's licence. Compulsory registration with SACQSP as a Professional Technologist. Knowledge And Skills: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation.

**DUTIES** : Manage QS technology advisory services: Provide technical know-how to Quantity Surveyors and other professional by providing proper and accurate cost and estimates information; Advice on materials and construction processes; Promote safety standards in line with statutory and regulatory requirements; Value completed work and organize payments; Solve broadly define technological challenges through application of proven techniques and procedures; Develop, maintain and manage current QS and other technologies; and Identify and optimize technical by applying QS principles. Monitoring and evaluation of QS technologies: Evaluate and monitor existing technical manuals, standards drawings and procedures to incorporate new technology; Ensure quality assurance with regard to provision of advice on cost and manage costs on-site; and identify and optimize technical and technological solution by applying QS principles. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the QS technological operational plan; Ensure the development, implementation and maintenance database; and Manage and supervise technological and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on QS technology to improve expertise; To liaise with relevant bodies/councils on QS-related matters.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/182** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DPWI 08/05/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
: East London  
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Management/Public Administration with three years' relevant experience in Corporate Services at an Assistant Director Level. A valid driver's licence. Compulsory Introductory PERSAL Certificate. Knowledge And Skills: All acts regulating HRM, Public Service Act, Public Service Regulations, Corporate Governance of ICT Policy Framework, Archives and Records Management Act. Competencies: Problem solving skills, Strategic capability and leadership, Management Skills, Communication skills, Computer skills, Organizational skills, Financial Management skills, Programme and Project Management.

**DUTIES** : Manage Human Resources and Administration services, Recruitment, selection and placement of employees. Manage Human Resource Development. Manage Employee Health and Wellness. Manage Employment Relations. Manage network and IT Infrastructure. Manage Office Services. Manage allocated resources.

**ENQUIRIES** : Can be directed to Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/183** : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: DPWI 09/05/2024**

**SALARY** : R849 702 per annum (Level 11), an all-inclusive remuneration package

<b><u>CENTRE REQUIREMENTS</u></b>	: Mthatha National Senior Certificate, National Diploma NQF Level 6 in any built environment with three (3) years' relevant experience in quality control at an Assistant Director Level. A valid driver's licence. Knowledge And Skills: Understanding and application of the, Occupational Health and Safety Act No. 85 of 1993, Promotion of Administrative Justice Act, Construction Regulations 2014, National Building Regulations and Standards Act No. 103 of 1977, SANS 10400: Application of the National Building Regulations, PW371 – A: Construction Works – General Specification, National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003), Built Environment Codes of Conduct, Guideline for U-AMP, 2018, Public Service Regulations 2016, Public Service Management Act, Framework for Infrastructure Delivery and Procurement Management 2019. Understanding of the Preferential Procurement Regulation, 2017, Labour Relations Act, Public Finance Management Act No. 1 of 1999, Construction Industry Development Board Act No. 38 of 2000, Council for the Built Environment Acts No. 43 of 2000, Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA). Good verbal, writing and communication skills, Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self – Management Competencies: Model high standards of performance for self and team. Customer services. Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Self – Management. Manages challenges and opportunities. Computer application. Engineering Management.
<b><u>DUTIES</u></b>	: Manage and ensure Quality Control on all Projects. Validate and monitor correctness of the Project Register. Allocate Projects to Control Works Inspectors. Ensure high level of building standards and compliance. Supervise management of activities of contractors and provide technical advice and guidance in respect of compliance to regulations, legislation and processes. Coordinate condition assessment on government used facilities. Manage inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Management of term contracts for day to day maintenance. Attend meetings and submit reports. Manage and monitor SMMEs with respect to quality control. Facilitate the attachment of clerk of works on SMMEs projects and where necessary. Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved. Manage resources.
<b><u>ENQUIRIES</u></b>	: can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 21/184</u></b>	: <b><u>PRINCIPAL ARTISAN SUPERINTENDENT: MAINTENANCE (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R849 702 per annum (Level 11), an all-inclusive remuneration package : East London Ref No: DPWI 10/05/2024 : Mthatha Ref No: DPWI 11/05/2024
<b><u>REQUIREMENTS</u></b>	National Senior Certificate. National Diploma in the built environment, with at least ten (10) years relevant experience in the built environment of which three (3) years must be as Chief Artisan equivalent to Assistant Director Level. Trade test in Built environment is compulsory. A valid driver's licence Knowledge and Skills: Understanding and application of the Occupational Health and Safety Act No. 85 of 1993, Promotion of Administrative Justice Act, Construction Regulations 2014, National Building Regulations and Standards Act No. 103 of 1977, SANS 10400: Application of the National Building Regulations, PW371 – A: Construction Works – General Specification, National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003), Built Environment Codes of Conduct, Guideline for U-AMP, 2018, Public Service Regulations 2016, Public Service Management Act, Framework for Infrastructure Delivery and Procurement Management 2019, Understanding of the Preferential Procurement Regulation, 2017, Labour Relations Act, Public Finance Management Act No. 1 of 1999, Construction Industry Development Board Act No. 38 of 2000, Council for the Built Environment Acts No. 43 of 2000. Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA). Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self – Management

		Competencies: Model high standards of performance for self and team. Customer services. Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Self – Management. Manages challenges and opportunities. Computer application. Fire Safety Engineering Management.
<b><u>DUTIES</u></b>	:	Manage in-house construction and maintenance projects Ensure implementation of buildings maintenance plans and requests. Develop project and maintenance implementation plan. Manage construction teams. Coordinate and oversee all work on site. Produce reports in respect of Depot projects implementation and coordination Manage implementation of day-to-day maintenance Ensure implementation of day to day maintenance. Develop and monitor defect register and ensure implementation Facilitate procurement of material from suppliers. Ensure projects are implemented within budget, time and quality. Manage depots operations Ensure depots are adequately resourced. Develop control measures to ensure efficient utilization of resources. Ensure implementation of District client forum resolutions. Manage development of Artisans through experiential training Manage Resources Identify skills development needs and recommend training and development opportunities. Ensure effective and efficient workflow by Chief Artisans and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a> Enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 21/185</u></b>	:	<b><u>DEPUTY DIRECTOR: FACILITIES &amp; OPERATIONS MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R849 702 per annum (Level 11), an all-inclusive remuneration package
	:	East London, Queenstown
		East London Ref No: DPWI 12/05/2024
		Queenstown Ref No: DPWI 13/05/2024
<b><u>REQUIREMENTS</u></b>		National Senior Certificate, National Diploma (NQF level 6) in the Built Environment/ Facilities Management/Property related discipline/Real Estate/Law/Town Planning with three (3) years' relevant experience as an Assistant Director in Facilities Management/Property management, A valid driver's licence. Knowledge And Skills: Departmental service delivery principles PSR, PFMA, PSA, SCM prescripts, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes Occupational Health & Safety, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures, Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Conflict Resolution / Problem Solving.
<b><u>DUTIES</u></b>	:	Manage provision of cleaning services, Recommend properties to be provided with cleaning services, Facilitate the procurement of service provider for cleaning services, Facilitate placement of successful service provider, Monitor the performance for the duration of the contract and approve payment, Manage provision of Gardening and beautification services, Recommend properties to be provided with gardening services, Facilitate the procurement of service provider for cleaning services, Facilitate placement of successful service provider, Monitor the performance for the duration of the contract and approve payment, Facilitate provision of condition assessments, Identify properties to be assessed, Facilitate the process of condition assessment, Receive completed reports from buildings, Identify properties to be renovated, Ensure the safe keeping of records, Maintain State owned buildings, Compile the list of properties to be maintained, Liaise and forward the list to Building section, Facilitate the maintenance process, Ensure completion of the project, Manage provision of office accommodation to client departments, Facilitate needs

assessment from user departments, Manage identification of properties and development of U-AMPS for the Department, Manage relations with user departments, Monitor immovable Asset performance, Facilitate the inspection process on utilization of office buildings, Facilitate the utilization inspection on state owned buildings, Identify properties to be inspected, Conduct inspections and gather information, Compile inspection report, Ensure maintenance and safe record keeping, Manage the allocated resources, Maintain high standards by ensuring that the team / section produces excellent, work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager.

**ENQUIRIES** : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)  
Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

**POST 21/186** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: DPWI 14/05/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
: Aliwal North  
National Senior Certificate, National Diploma in Auditing, Cost & Management Accounting, Financial Accounting with three (3) years relevant experience in Financial Management Services as an Assistant Director. A valid driver's licence. Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge on Financial Administration. Budget Examination and Analysis. SCOA. Planning and Organising. Good interpersonal relation skills. Presentation skills. Computer Literacy. Problem Solving skills.

**DUTIES** : Manage rendering of budget monitoring, reporting and expenditure services. Manage and monitor budget performance. Compile monthly budget status reports. Monitor effective processing of payments. Manage provision of creditors reconciliation services. Manage provision of pre-audit services. Interpret financial policies, procedures and monitor the implementation thereof. Monitor compliance with relevant statutory prescripts on procurement and payment requests. Monitor administration of effective pre-audit services. Manage provision of salary administration services. Manage salary administration services. Manage effective salary administration services. Manage and monitor clearance of salary accounts. Monitor rendering of general administration support services. Manage provision of procurement services. Manage and monitor Bid administration. Manage and monitor compliance on requisitions received. Manage and monitor the process of procuring goods and services under thirty thousand. Manage the rendering of demand and procurement planning. Manage the development of procurement plans for the district (threshold below R500 000). Conduct needs analysis of the district. Manage Logistics, movable assets and fleet management services. Manage and control logistical information systems. Provide system support to end-users. Manage stores and warehouse. Manage life-cycle of movable assets. Manage loss control services. Manage fleet services. Manage the allocated resources.

**ENQUIRIES** : Can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

**POST 21/187** : **DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT (EPWP) REF NO: DPWI 15/05/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
: Bhisho  
National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQA in Public Management/Public Administration/ Development Studies with 3 years' relevant experience in Community Development at an Assistant Director level, A valid driver's licence. Knowledge And Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds,



Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.

**DUTIES** : Facilitate the implementation of the social facilitation strategy and plan. Manage the development of community profiles where projects are to be implemented. Manage the inclusion of socio-economic deliverables in the project specification. Manage the training and capacitation of social facilitators. Manage the development of a roll out plan for all provincial projects including those of client departments in line with the project time frames. Manage the prioritization of the projects for social facilitation service. Manage the collection of lists of projects to be implemented by DPWI and also client departments. Prioritize the list of projects based on the complexity and the area where the project is to be implemented. Manage the allocation of social facilitators per project and per region. Generate reports on community engagements. Develop a reporting system for community engagement and manage the submissions thereof. Manage the process of analyzing the report, and identification of critical areas that require further engagements. Develop a feedback mechanism for both the client departments and communities. Manage the development of community capacity building initiatives. Manage the conducting of community skills audits. Manage the interaction with the captains of industries to assess the skills required. Manage the development of training plans in line with the gaps identified during skills audits. In cases where training will be outsourced, manage the development of the procurement plan, however if the training is insourced, manage the development of training manuals. Manage the allocation of trainers and monitor the roll out. Periodically, manage the evaluation of the training. Manage the allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

**POST 21/188** : **DEPUTY DIRECTOR: INNOVATION & EMPOWERMENT (EPWP) REF NO: DPWI 16/05/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
: Bhisho  
National Senior Certificate, National Diploma NQF Level 6 in Social Sciences/ Developmental Studies/Public Management/Public Administration/Small Business Enterprise with 3 years' relevant experience in Innovation & Empowerment at an Assistant Director Level. A valid driver's licence. Knowledge and Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.

**DUTIES** : Manage promotion of the implementation of labour Initiatives. Promote the implementation of labour intensive initiatives in at least two EPWP sectors within the Province. Develop monitoring tools that guide the operational process which is adopted by the Senior Manager/ Director of the Programme. Manage research and feasibility study conducted to improve partnerships with implementing agents in the Public & Private Sectors are formed in a form of MoU's, MoA's and SLA's followed by the procurement in the identified methodology. Manage handover of a close out report. Manage and monitor registration and matching of jobseekers in Amathuba jobs portal. Manage social facilitation conducted on the identified municipalities. Manage facilitation

of job creation interventions within the province by registering unemployed job seekers and potential employers. Facilitate and monitor awareness conducted on Amathuba portal to all public and private stakeholders at various PSC's & RSC's lists so that they utilize the Amathuba Jobs Portal. Facilitate and intervene on collection of Portfolio of evidence from regions for reporting on a monthly basis. Manage research conducted on innovation strategies. Guide on research to be conducted on labour intensive methods/strategies. Manage and monitor capturing and matching of unemployed people with jobs in the Amathuba Job Portal. Manage the allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/189** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATION (EPWP) REF NO: DPWI 17/05/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Social Sciences/Development Studies/ Public Administration/Public Management with 3 years 'relevant experience in Provincial Coordination at an Assistant Director level. A valid driver's licence. Knowledge and Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational Conflict Resolution / Problem Solving  
Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.

**DUTIES** : Manage engagement with stakeholders in the province across all sectors. Manage and facilitate implementation of EPWP by all municipalities and other provincial departments. Manage the development of sector business plans based on the public bodies' commitments towards achieving the national set targets. Monitor the compliance of the municipalities and other provincial departments on EPWP Ministerial Determination requirement, Facilitate the empowerment of stakeholders to increase their investment on job creation initiative. Manage stakeholder relations. Manage maintenance of functional committees and district forums. Report provincial EPWP performance to IGR forums including Muni-MEC and cluster committees. Manage communication with public bodies and communities on new strategic developments and requirements of EPWP. Promote marketing and visibility of the EPWP, manage profiling of the programme. Manage branding and marketing of the programme. Manage provision of support to sector departments and municipalities. Chair the provincial coordination committees constituted by all municipalities, provincial departments, national competent departments with a foot print in the province and State Owned Entities. Manage the one on one engagements targeted towards unblocking challenges encountered by different stakeholders. Facilitate capacitation of officials. Manage provision of technical support to EPWP stakeholders. Facilitate the appointment of technical advisors and engineers to support the municipalities. Manage the reorientation of the designs of stakeholders' plans to be labour intensive. Analyze and evaluate the reports from the technical advisors on the progress made in their interaction with municipalities. Manage the allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/190** : **DEPUTY DIRECTOR: STRATEGIC PLANNING: RESEARCH INTERGRATED PLANNING REF NO: DPWI 18/05/2024**

**SALARY** : R849 702 per annum (Level 11), an all-inclusive remuneration package

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho National Senior Certificate, National Diploma NQF Level 6 in Public Administration/Public Management with 3 years' relevant experience in Research Integrated Planning at an Assistant Director Level. A valid driver's licence. Knowledge and Skills: Strategic analysis and planning. Government policies and planning systems. Eastern Cape Infrastructure Plan, Programme of action, and 9 Point pledge, Public Service Regulatory Framework. Presidency policies and procedures Research / Information analysis, Performance management. Research. Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team. Competencies: Strategic capability, Programme and project management, People management and empowerment, Planning and organising, Knowledge management, Problem solving and analysis.
<b><u>DUTIES</u></b>	:	Facilitate provision of strategic planning support services to the Department Administration of strategic planning processes including. Pre-planning process. Post planning process. Integration of planning outcomes into annual performance and operational plans. Alignment of various planning documents. Conducting of research on all strategic related issues. Ensuring of linkages between departmental strategies, priorities, budget, various plans, etc. Rendering a support service to strategic related issues/workshops. Coordinate the administration and the adaptation of different planning and regulatory frameworks / template for outcomes, outputs and strategies. Research the latest planning and regulatory frameworks and align the new plans e.g. DPME, DPSA, Treasury frameworks etc. Facilitate the training of all departmental managers to utilise the departmental framework and formats. Conduct training sessions and workshops. Give guidance on an individual basis as and when required. Administer the utilisation of service providers to assist with the training process. Manage the allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/191</u></b>	:	<b><u>DEPUTY DIRECTOR: MEDIA LIAISON REF NO: DPWI 19/05/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), an all-inclusive remuneration package
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho National Senior Certificate, National Diploma NQF Level 6 in Communications/Public Relations/Journalism with 3 years' relevant experience in Media Liaison at an Assistant Director Level. A valid driver's licence. Knowledge and Skills: Monitoring and evaluation, Government policies and planning systems, Government programme of action, Public Service Regularity Framework, Presidency policies and procedures, Information management, Performance management Research, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, Financial management, Programme and project management.
<b><u>DUTIES</u></b>	:	Provide media liaison, monitoring and analysis Arrange radio and media briefings/press releases/press conferences. Keep informed/ abreast of Departmental developments. Manage timeous notification of relevant news and developments. Ensure proactive communication of newsworthy information pertaining to the Department. Monitor and evaluate public attitudes, formulate and execute information strategies to promote mutual understanding between the public and the Department. Reply to media enquiries. Plan and undertake actions to promote the image of the Dept. Keep informed/ abreast of Departmental developments. Manage timeous notification of relevant news and developments. Ensure proactive communication of newsworthy information pertaining to the Department. Monitor and evaluate public attitudes, formulate and execute information strategies to promote mutual understanding between the public and the Department. Liaise with key stakeholders. Liaise with the Head of Department, SMS officials, officials from other departments and institutions at the highest levels. Maintain networking, communication and good relationships with all stakeholders. Manage the allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/192** : **DEPUTY DIRECTOR: INFRASTRUCTURE RESEARCH AND PLANNING SYSTEMS REF NO: DPWI 20/05/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Built Environment with three (3) years' relevant experience in the Built Environment/Developmental Studies at an Assistant Director Level. Post graduate qualification with research will be an added advantage A valid driver's licence. Knowledge and Skills: Infrastructure Development Management System, Built Environment Acts, Prescripts and Standards, Research, Development, & Innovation Methodologies, Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Analytical. Budget and Financial Management. Programme & Project Management. Strategic Management. Conflict Resolution / Problem Solving. Change Management. Research. Infrastructure Planning. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

**DUTIES** : Manage researching appropriate best practice, trends and new developments / innovations in construction methodologies, alternative and green technologies; Manage implementation systems related to the coordination of Integrated Infrastructure Development in relation to Portfolio, Programme & Project Management Support Services to Provincial Infrastructure Departments; Manage processes for the development, implementation of strategies and plans to manage relations with stakeholders interfacing with the Directorate; Manage and implement effective and sound management environment within the directorate; Manage the implementation of effective and efficient identification and management of risks within the Directorate.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/193** : **DEPUTY DIRECTOR: TECHNICAL PORTFOLIO SERVICES FOR HEALTH FACILITIES REF NO: DPWI 21/05/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
: Bhisho  
: National Senior Certificate, National Diploma NQF level 6 in Built environment with three (3) years' relevant experience at an Assistant Director Level. Registration with the relevant professional body. A valid driver's licence. Knowledge And Skills: DPWI policies and procedures, Relevant legislation and Public Service Regulations, Understanding of related projects or agencies. Knowledge of SLAs and Management information knowledge. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational and Conflict Resolution / Problem Solving. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

**DUTIES** : Manage the provision of Asset Management Services to the Provincial Department of Health: Manage the analysis of the use of Facilities by the Provincial Department of Health, Manage the provision of professional inputs and credible technical data to the Provincial Department of Health in terms of the preparation/updating of the User Asset Management Plan [U-AMP].

Confirm the acquisition and disposal needs of the Provincial Health Department. Provide technical inputs to the Provincial Health Department in terms of the development of technical specifications for leases. Make inputs to the procurement processes for lease contracts. Manage land and services for the Provincial Department of Health: Plan and validate availability of land. Assess the suitability land. Provide inputs to the vesting of properties. Provide inputs to the surveying of land. Monitor progress with the registration of state land and report progress to the Provincial Health Department. Collaborate with Municipalities, Determine the norms and standards for condition assessments in collaboration with the Provincial Health Department. Manage the planning of Technical Condition Assessments in collaboration with the Provincial Department of Health. Provide inputs to the Provincial Department of Health in terms of the development and updating of space and cost norms. Assess and interpret the outcomes of condition assessments. Determine lifecycle costs for Health Facilities. Develop maintenance plans for Health Facilities. Update maintenance plans based on findings of Condition Assessments and provide credible data to the Provincial Department of Health. Determine funding requirements for maintenance plans. Make recommendations on improving occupational health and safety standards at all Health Facilities. Make recommendations to the Provincial Department of Health in terms of compliance to green projects. Determine norms and standards for maintenance of vacant land allocated to the Provincial Department of Health. Determine maintenance plans for vacant land allocated to the Provincial Department of Health. Manage the allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/194** : **DEPUTY DIRECTOR: PROVINCIAL COORDINATION, NORMS AND STANDARDS: SECURITY& PROTECTION MANAGEMENT REF NO: DPWI 22/05/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Security Studies/Policing/Criminology with three (3) years relevant experience in Security Management at an Assistant Director Level. PSIRA Registration Grade B is compulsory; SSA Advisory Course will be an added advantage. A valid driver's licence. Knowledge and Skills: Constitution of Republic of South Africa, 1996, National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Public Service Act and Regulations, Public Service Regulations, Public Finance Management Act, Protection of Personal Information Act, Protection of Information Act, Criminal Procedure Act, Good personal skills, Good leadership and managerial skills, Ability to manage conflict situations effectively, Client relations skills, Communication skills (verbal and written), Management skills, Team development skills  
Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

**DUTIES** : Facilitate Procurement of Capital Projects: Development of standard bid documents for security projects. Facilitate procurement of security capital projects (safeguard and electronic security systems. Monitor Governance Regulations and Policies, Monitor compliance with SCM and Treasury Regulations. Development of Security Policies, develop all security related policy standard operating procedures and service level agreements. Manage the allocated resources, maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Manage Allocated Resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

<b><u>POST 21/195</u></b>	:	<b><u>DEPUTY DIRECTOR: VALUER REF NO: DPWI 23/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 per annum (Level 11), an all-inclusive remuneration package Bhisho National Senior Certificate, National Diploma in Property valuations/ Property Management/ Real Estate with 3 years' relevant experience in Property Management field at Assistant Director level. Registered as a Valuer with the South African Council for Property Valuations. A valid driver's licence. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.
<b><u>DUTIES</u></b>	:	Develop valuation methodology. Customise methods for valuation. Determine appraisal standards. Determine methods for estimations. Determine norms and standards for valuation. Link valuations to life cycle costs. Make inputs to the development and updating of the spatial planning and database. Interact with relevant professional bodies/councils on latest development in the information technology field. Conduct valuations. Inspect properties to evaluate construction, condition, special features and functional design. Take property measurements. Search for public records for transactions such as sales, leases and assessments. Interact with relevant stakeholders to obtain information and data. Take photographs of interior and exterior properties to assist in estimation of property values. Evaluate vacant farm/rural land & properties in proclaimed townships. Verify legal descriptions of properties. Verify against legal prescripts pertaining to various aspects of property site conditions as well as building codes, zones and by-laws. Estimate building replacement costs. Incorporate any requirements in terms of heritage and related studies in the valuation. Implement valuations pertaining to leases. Produce valuation reports. Interpret valuation data and information. Prepare and approve valuation reports. Refer valuation reports to the National Valuation Council for validations. Present valuation reports to stakeholders. Quality assure the work performed by external valuers. Feed valuation data into IAR (Immovable Assets Registry) system. Prepare management/strategic reports & recommendations related to evaluation.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/196</u></b>	:	<b><u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: DPWI 24/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 per annum (Level 11), an all-inclusive remuneration package Aliwal North National Senior Certificate, National Diploma NQF level 6 in Property Management/Property Development/Real Estate/Town Planning with 3 years' relevant experience at Assistant Director Level. A valid driver's licence. Knowledge And Skills: Departmental service delivery principles. PSR, PFMA, PSA, SCM Prescripts. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Batho Pele Principle. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.
<b><u>DUTIES</u></b>	:	Manage provision of District Property Management. Manage state property holding. Manage Lease Portfolio Management Services. Manage enforcement of Lease conditions. Coordinate and Manage Municipal services. Manage the partnerships for specific property development initiatives. Manage the allocated resources.

- ENQUIRIES** : Can be directed to Ms H. Galeni/Mr M. Tshwaku Tel No: (051) 611 9800  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)
- POST 21/197** : **ENGINEER: MECHANICAL/ELECTRICAL TECHNICAL MAINTENANCE SERVICES OTHER DEPARTMENT REF NO: DPWI 26/05/2024**  
Re-advert: applicants that previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R833 499 per annum, (OSD), an all-inclusive remuneration package  
: Bhisho  
: National Senior Certificate, Bachelor's Degree NQF Level 7 in Mechanical/Electrical Engineering with three (3) years post qualification. Professional registration with ECSA as a Professional Engineer is compulsory. A valid driver's licence. Knowledge and Skills: Programme and Project Management. Operational Compliance. Communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional Judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and Organising. Conflict management. Negotiation Skills. Change Management.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, Design, Operate and maintain engineering projects. Develop cost effective solutions according to standards. Develop tender specifications. Evaluate existing technical manuals standard drawings and procedures to incorporate new technology. Approve engineering works according to prescribed norms and standards. Human Capital development. Office administration and Budget Planning. Monitor and control expenditure. Report on expenditure and service delivery. Research and Development. Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)
- POST 21/198** : **CONSTRUCTION PROJECT MANAGER: GRADE A (CAPITAL WORKS) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R833 499 per annum, (OSD), an all-inclusive remuneration package  
: Mount Ayliff Ref No: DPWI 27/05/2024  
: Gqeberha Ref No: DPWI 28/05/2024  
: National Senior Certificate, National Diploma Degree NQF Level 6 in any Built Environment Field with a minimum of 4 years and six months certified experience/ B Tech Degree NQF Level 7 (Built Environment Field) with a minimum of 4 years certified managerial experience/ Honours Degree in any Degree Built Environment Field with a minimum of 3 years' experience. A valid driver's licence. Compulsory registration with the SACPCMP as Professional Construction Project Manager. Knowledge And Skills: Public Service Regulations, Public Service Act. Departmental service delivery principles, PFMA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Skills. Conflict Resolution / Problem Solving Skills. Competencies: Leadership skills. Client management. Analytical skills. Project management. Research and development. Computer literacy. Change management. Knowledge of legal compliance. Technical report writing. Networking. Problem solving and analysis. Solutions-oriented. Planning, Organising and execution. Decision making. Team work.

- DUTIES** : Manage and co-ordinate all aspects of projects: Guide the project planning. Implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resource needed and assign individual responsibilities; Manage day-to-day operational aspects of a project of scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Head of Buildings-Capital Works; and Manage Project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; Liaise and interact with service providers, client and management; contribute to the human resources allocated related activities; maintain the records management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; research/literature on new developments on projects management technologies; and Liaise with relevant bodies/councils on project management.
- ENQUIRIES** : Gqeberha post: contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032  
Enquiries: Mount Ayliff post: contact Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942  
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 21/199** : **ARCHITECT: TECHNICAL MAINTENANCE SERVICES FOR OTHER HEALTH FACILITIES& OTHER DEPARTMENTS (X2 POSTS)**
- SALARY CENTRE** : R721 476 per annum, (OSD), an all-inclusive remuneration package  
Bhisho:  
Ref No: DPWI 29/05/2024 (For Other Health)  
Ref No: DPWI 30/05/2024 (Other Departments)
- REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF Level 7) in Architecture with three (3) years post qualification architectural experience required. A valid driver's licence. Compulsory registration with SACAP as a Professional Architect Competencies: Programme and Project Management. Architectural and Operational Compliance. Architectural Operational Communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Architectural principles. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional Judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and Organising. Conflict management. Negotiation Skills. Change Management.
- DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: 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; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236



e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

<b><u>POST 21/200</u></b>	:	<b><u>QUANTITY SURVEYOR (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R721 476 per annum, (OSD), an all-inclusive remuneration package Bhisho: Ref No: DPWI 31/05/2024 (For Health Facilities) Ref No: DPWI 32/05/2024 (Other Departments)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) with three (3) years post qualification quantity survey experience is required. A valid driver's licence. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. Knowledge and Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, Competencies: Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer Focus and Responsiveness. Financial Management. Research and Development. Technical Report writing.
<b><u>DUTIES</u></b>	:	Perform Quantity survey activities on buildings, structures or facilities. Coordinate professional teams on all aspects regarding Quantity Survey. Ensure adherence to Quantity Survey determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel. Report on expenditure and service delivery. Research and development. Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/201</u></b>	:	<b><u>TOWN PLANNER: LAND &amp; PROPERTY HOLDINGS REF NO: DPWI 33/05/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R721 476 per annum, (OSD), an all-inclusive remuneration package Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree NQF Level 7 in Urban/Town and Regional Planning with three (3) years post qualification experience required. Professional Registration with SACPLAN is compulsory. A valid driver's license. Knowledge and Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Government Immovable Asset Management (GIAMA), Deeds Act, Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Project and Programme Management. T&R Principles and Methodologies. Research and Development. Computer-aided applications. T&R knowledge of legal compliance. Creating high performance culture. Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer Focus and Responsiveness.
<b><u>DUTIES</u></b>	:	To provide all the Town planning services: Ensure the application of Town and Regional Principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Human Capital Development. Mentor, train and develop candidate town and regional planners. Supervise town and regional planning work processes. Office administration and Budget planning. Monitor and control budget. Report on expenditure and service delivery. Research and development. Liaise with relevant bodies/councils on town and regional

		planning related matters. Research Literature studies on town and regional technology to improve expertise.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 21/202</u></b>	:	<b><u>CONTROL WORKS INSPECTOR: TECHNICAL SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R552 081 per annum (Level 10) Aliwal North Ref No: DPWI 34/05/2024 (Mechanical) East London Ref No: DPWI 35/05/2024 (General Buildings)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Electrical/ Mechanical Engineering (T/N/S streams) or A N3 and passed trade test in the built environment /Mechanical), or Registration as an Engineering Technician (Mechanical). 3 years' experience at supervisory level in Mechanical within the built environment/ Salary Level 7/8. A valid driver's license. Knowledge And Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, OHS Act. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management.
<b><u>DUTIES</u></b>	:	Manage and coordinate quality control of new works and maintenance projects: Manage and monitor compliance with the National Building Regulations in inspection of properties. Manage contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Manage government used facilities condition assessment: Manage inspections on DPW used buildings, coordinate. Condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Attend meetings and submit reports. Monitor SMMES with respect to quality control: Recommend the appointment of clerk of works for each project where SMMES are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES in all the projects. Manage assistance of EPWP in development of SMMES. Manage resources: Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.
<b><u>ENQUIRIES</u></b>	:	East London: can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a> Enquiries: Aliwal North: can be directed to Ms H. Galeni/Mr M. Tshwaku Tel No: (051) 611 9800. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 21/203</u></b>	:	<b><u>CHIEF ARTISAN: GRADE A MAINTENANCE (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R455 223 per annum (OSD) Grahamstown Depot Ref No: DPWI 36/05/2024 Mthatha Depot Ref No: DPWI 37/05/2024 Nqamakhwe Depot Ref No: DPWI 38/05/2024 Mount Fletcher Depot Ref No: DPWI 39/05/2024
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence. Competencies: Technical design skills, Analytical skills, interpersonal skills, communication skills. problem solving, decision making, Planning & Organizing, Driving skills.
<b><u>DUTIES</u></b>	:	Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking of daily preventative and maintenance work. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage

updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Control and monitor expenditure trends.

**ENQUIRIES** : Mount Fletcher: Enquiries: can be directed to Ms H.Galeni/ Mr. M. Tshwaku at 087 362 9971  
Ngqamakhwe: Enquiries: can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115843  
Grahamstown: Enquiries: post: contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032  
For enquiries for Mthatha posts: contact Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/204** : **ASSISTANT DIRECTOR: INFRASTRUCTURE DELIVERY FOR PROVINCIAL DEPARTMENTS REF NO: DPWI 40/05/2024**  
Re-Advert: Applicants that previously applied may re-apply

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration with three (3) years relevant supervisory experience within the built environment or salary level 7/8. A valid driver's licence. Knowledge and Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF). Preferential Procurement Policy Framework Act, 5 of 2000. Provincial Growth and Development plan for Eastern Cape. Public Service Regulations 2016. PFMA. Programme and Project Management. People Management and Empowerment. Client Orientation and Customer focus. Communication.

**DUTIES** : Facilitate Construction Procurement Strategy and Infrastructure Programme Management Plan (IPMP). Facilitate Infrastructure Programme Implementation (IPIP) and Service Delivery Agreements. Facilitate Construction Procurement Process. Facilitate Sector and report on the Programme. Supervise allocated resources. Facilitate provision of programme support.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/205** : **ASSISTANT DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS REF NO: DPWI 41/05/2024**  
Re-advert: applicants that previously applied may re-apply

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Built Environment with three (3) years' relevant supervisory experience or salary level 7/8 in the Built Environment/Development Studies. A valid driver's licence. Knowledge and Skills: Infrastructure Development Management System, Built Environment Acts, Prescripts and Standards, Research, Development, & Innovation Methodologies, Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Analytical. Budget and Financial Management. Programme & Project Management. Strategic Management. Conflict Resolution / Problem Solving. Change Management. Research. Infrastructure Planning. Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management.

**DUTIES** : Participate in researching appropriate best practice, trends and new developments / innovations in construction methodologies, alternative and green technologies; Participate in implement systems related to the

coordination of Integrated Infrastructure Development in relation to Portfolio, Programme & Project Management Support Services to Provincial Infrastructure Departments; Participate in processes for the development, implementation of strategies and plans to manage relations with stakeholders interfacing with the Directorate; Manage and implement effective and sound management environment within the directorate; Coordinate the implementation of effective and efficient identification and management of risks within the Directorate.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/206** : **ASSISTANT DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: DPWI 42/05/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Public Management/ Public Administration/ Social Science with three (3) years' relevant experience or salary level 7/8 in Intergovernmental relation and stakeholder relations. A valid driver's licence Knowledge and Skills: Public Service Regulations, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information Management. Policies and Procedures. Facilitation. Report Writing. Research, Computer Literacy. Negotiation. Networking. Presentation, analytical. Financial. Project.

**DUTIES** : Stakeholder and IGR Strategy implementation. Support the unit with the implementation of a Stakeholder and IGR strategy that is specific to the mandate of the department and is based on the needs of the department's clients and partners, including local government. Develop and continuously update a Stakeholder Register for the department. Ensure attendance and representation of the department in the relevant IGR Forums. Ensuring ongoing and enhanced stakeholder relations are established and maintained. Assist in the revision and updating of the department's IGR and Stakeholder Relations Strategy in line with the Provincial Intergovernmental Relations Strategy. Track the implementation of meeting resolutions. Extract and distribute resolutions to relevant programmes and districts. Follow-up on progress made in the implementation of the resolutions. Identify mechanisms to improve implementation of resolutions. Coordinate and support district IGR offices to ensure proper follow-up and escalation from local IGR. Provide guidance and direction on the departmental participation in Provincial Events. Participate in the Provincial Steering Committee for Provincial Events. Provide support in the organising and hosting of departmental events. Render administrative services. Assist in the development of operational plan to guide the operations of the unit Compile administrative reports such as monthly and quarterly reports. Manage the allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/207** : **ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: DPWI 43/05/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/ related qualification majoring in HRM/Industrial Psychology with three (3) years' relevant supervisory experience or salary level 7/8 in Human Resource Provisioning. A valid driver's licence. Compulsory Introductory PERSAL Certificate. Knowledge and Skills: Public Service Regulations, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information Management. Policies and Procedures. Facilitation. Report Writing. Research, Computer Literacy. Negotiation. Networking. Presentation, analytical. Financial. Project. Competencies: Strategic Capability and Leadership. Programme and project management. People management and empowerment. Planning and organising. Knowledge management.

<b><u>DUTIES</u></b>	: Problem solving and analysis. Communication. Client orientation and Customer Focus. Financial Management.
<b><u>ENQUIRIES</u></b>	: Facilitate the recruitment and selection process. Facilitate the processing of employee records and Risks associated. Facilitate the implementation of Transfers and Secondments. Supervision of Staff. Facilitate implementation of Confirmation of employment. Facilitate processing of incentives; Pay Progression, Grade Progression, Acting Allowance. : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/208</u></b>	: <b><u>ASSISTANT DIRECTOR: EPWP- DISTRICT COORDINATION (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R444 036 per annum (Level 09) : Mt Ayliff Ref No: DPWI 44/05/2024: Mthatha Ref No: DPWI 45/05/2024: ( Queenstown Ref No: DPWI 46/05/2024
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, National Diploma in Social Science/ Public Administration/Management, Developmental Studies, with three (3) years relevant supervisory experience or salary level 7/8 in EPWP Coordination. A valid driver's license. Knowledge & Skills: Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, Government Programmes, Information Management, Policies and Procedures. Citizen Focus and, Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking. People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational, Conflict Resolution / Problem Solving.
<b><u>DUTIES</u></b>	: Facilitate reporting of work opportunities in the EPWP by public bodies and ensure that reporting is aligned to the business plan targets, Facilitate the implementation of business plan by sector departments and municipalities. Facilitate consolidation of business plan. Conduct one on one engagements to encourage reporting on of assets. Municipalities and Departments. Conduct monitoring of projects and follow up thereafter on non-performance through site visits. Facilitate the establishment and sittings of sector committees in the region. Facilitate verification of Projects and files to encourage compliance. Facilitate training of officials from public bodies so as to understand the EPWP reporting system, its operations and time frames. Monitor and coordinate the implementation of EPWP by all public bodies. Promote and ensure compliance to EPWP Ministerial determination. Facilitate implementation of EPWP Guidelines on EPWP projects. Facilitate provision of technical support to public bodies. Conduct project visit as part of verification. Coordinate sittings of EPWP coordinating structures according to SOP. Coordinate the signing of protocols and integrated grant agreements by municipalities. Coordinate and monitor compliance with DORA requirements. Manage stakeholder relations in the Region. Conduct workshops on EPWP. Engage stakeholders at IDP & IGR level on EPWP progress. Establish partnership with Department of Labour in relation to compliance issues. Supervise the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	: for Mount Ayliff: Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 For enquiries for Mthatha post: contact Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 For enquiries for Queenstown post: contact Ms N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>

<b><u>POST 21/209</u></b>	:	<b><u>ASSISTANT DIRECTOR: EPWP- INNOVATION &amp; EMPOWERMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (Level 09) Bhisho Ref No: DPWI 47/05/2024 East London Ref No: DPWI 48/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Developmental Studies/Social Sciences/Public Management/Public Administration/Small Business Enterprise with three (3) years relevant supervisory experience or salary level 7/8 in Innovation & Empowerment. A valid driver's licence. Knowledge and Skills: Project Management Principles, Meeting procedures, Report writing, Stakeholder and customer relationship management. EPWP principles and guidelines. Report writing. Stakeholder and Customer relationship management principles. Policy management. Communication skills.
<b><u>DUTIES</u></b>	:	Facilitate training of EPWP beneficiaries. Promote enterprise development. Contribute to the development of artisans and labour intensive practitioners. Facilitate and implement NYS. Facilitate and implement contractor development programme. Create work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services at community level that contributes toward poverty alleviation. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Facilitate the creation of alternative income, job, and sustainable livelihood opportunities for household contractors.
<b><u>ENQUIRIES</u></b>	:	Bisho: enquiries can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> East London: enquiries can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/210</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT EPWP REF NO: DPWI 49/05/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (Level 09) Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6 in Social Sciences/Public Administration/Public Management/ Developmental Studies/Monitoring & Evaluation with three (3) years relevant supervisory experience or salary level 7/8 in Community Development. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.
<b><u>DUTIES</u></b>	:	Manage and monitor the implementation of Community Development projects and programmes/ Develop recruitment and implementation plans for the unit/ Manage social facilitation and stakeholder engagements/ Facilitate recruitment of EPWP participants/ Manage and sign off the payment of UIF for EPWP programme participants/ Conduct site visits & project steering committee meetings for community development project sites/ Manage implementation of LIC job creation interventions/ Manage partnerships with other role players, e.g. Department of Employment and Labour (UIF & COIDA compliance). Manage the allocated resources/ Maintain high standards by ensuring that the team 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/ Manage daily employee performance and ensure timely Performance Assessments of all subordinates/ Ensure management , maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpc.gov.za">e-recruitment-bhisho@ecdpc.gov.za</a>
<b><u>POST 21/211</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING &amp; EVALUATION: EPWP (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (Level 09)
	:	Bhisho Ref No: DPWI 50/05/2024
	:	Aliwal North Ref No: DPWI 51/05/2024
	:	Gqeberha Ref No: DPWI 52/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Monitoring & Evaluation/Public Management/ Public Administration/ Social Science with three (3) years relevant supervisory experience or salary 7/8 in Monitoring & Evaluation. A valid driver's licence. Knowledge and Skills: Constitution of the Republic of South Africa, Act No.108 of 1996. Public Service Act, Proclamation 103 of 1994 as amended, Public Service Regulations, 2001 as amended, Public Finance Management Act (PFMA); Public Service Regulations, EPWP Policy, EPWP Monitoring & Evaluation Framework. Planning, Computer literacy skills, Analytical skills, Problem solving skills, Policy development skills, Monitoring and Evaluation, quality management, Presentation and Report Writing Skills, Research knowledge.
<b><u>DUTIES</u></b>	:	Monitor delivery of the set targets and assess performance on the EPWP Reporting System: Collect consolidated projects to be implemented and reported by the public bodies supported from coordination. Verify and analyse the source documents (data) for projects to be captured on the EPWP-RS for compliance, completeness, quality and validity. Verify the compiled listing of the participants employed and reported to the EPWP-RS. Monitor progress reporting in the EPWP RS. Monitor all lead sector departments and public bodies towards the implementation of the EPWP according to EPWP norms and standards: Monitor the implementation of Public Bodies business plans to ensure EPWP compliance. Critical analyse Public Bodies performance on EPWP Reporting System versus the Business plan. Produce and disseminate evaluation reports and recommendations to Public Bodies. Facilitate and support action plans and intervention to address immediate systems challenges in Public Bodies. Facilitate Monitoring and Evaluation forum. Conduct site visits to check compliance to EPWP guidelines. Conduct Data Quality Assurance and file verification checks on projects reported on EPWP-RS Draft reports on the monitoring activities undertaken. Provide capacity building to sectors and public bodies: Identify Public Bodies that need data capturing support. Facilitate site data capturing training to public bodies. Oversee data capturing sessions to support public bodies. Supervise allocated resources: Facilitate the development of performance contracts and performance reviews for personnel. Monitor leave register for staff. Consolidate monthly & quarterly performance report. Compile monthly budget and expenditure for unit. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpc.gov.za">e-recruitment-bhisho@ecdpc.gov.za</a> Enquiries: Can be directed to Ms H. Galeni/Mr M. Tshwaku Tel No: (051) 611 9800 at e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpc.gov.za">e-recruitment-bhisho@ecdpc.gov.za</a> Enquiries: contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer at Tel No: (041) 390 9032

**POST 21/212** : **ASSISTANT DIRECTOR: LAND & PROPERTY DEVELOPMENT AND PROPERTY HOLDINGS (X2 POSTS)**

**SALARY CENTRE** : R444 036 per annum (Level 09)  
: Mount Ayliff Ref No: DPWI 53/05/2024  
: East London Ref No: DPWI 54/05/2024

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF level 6 in Real Estate/ Property development/Property Valuation Management, LAW/ any property related studies with three (3) years' relevant experience in supervisory level (level 7/8) in Property Management. A valid driver's license. Knowledge and Skills: Knowledge base encompassing public works programmes, government policies, principles, project management methodologies, stakeholder engagement practices, budgeting and financial management principles, data analysis techniques, risk management concepts, and policy analysis skills. Complementing this knowledge, essential skills include leadership and team management abilities, effective communication, problem-solving prowess, sound decision-making, negotiation skills, project planning and execution expertise, adaptability and resilience, networking and relationship-building capabilities, attention to detail. By continuously developing and refining these knowledge areas and skills.

**DUTIES** : To provide the development and property holdings management within the district. Facilitate the development and maintenance of Immovable Asset Register, Facilitate the acquisition and disposal of immovable assets in the district. Coordinate the survey & consolidation projects on state owned properties, Coordinate Land Audit Projects conducted, administer the vesting process. Liaise with both internal & external stakeholders to develop strategies and plans for the land administration within the district ensuring adherence to timelines, budgets, and quality standards/ Liaise with various stakeholders including government departments, municipalities, NGOs, and community organizations to resolve any issues that may arise to land administration. IAM guidelines, policies, and procedures at all stages of project implementation within the district/ Prepare regular reports on project progress, expenditure, and outcomes for submission to delegated authorities. Assist in the preparation and management of the district's IAM budget, including allocating funds to specific activities/ Monitor expenditure and ensure financial accountability and transparency in line with financial regulations and guidelines and develop risk mitigation strategies / Stay informed about relevant policies, legislation, and best practices related to management of immovable assets, and support staff within the directorate and district. Foster a positive work environment that promotes teamwork, collaboration, and professional development.

**ENQUIRIES** : can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)  
Enquiries: can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115843. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

**POST 21/213** : **ASSISTANT DIRECTOR: LEASE PORTFOLIO MANAGEMENT (X2 POSTS)**

**SALARY CENTRE** : R444 036 per annum (Level 09)  
: East London Ref No: DPWI 55/05/2024  
: Queenstown Ref No: DPWI 56/05/2024

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management Studies/ Law with three (3) years' relevant experience at a supervisory level or S/L 7/8 in Lease Portfolio Management. A valid driver's licence. Knowledge & Skills: Departmental service delivery principles, PFMA, SCM Prescripts, Programme and Project Management, Property Market Research, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures, Batho Pele Principles, Stakeholder and customer relationship management principles. Advanced report writing skills, Computer Literacy, Presentation, Project Management, Applied Strategic Thinking, Analytical Thinking, Negotiation and Conflict Management skills, willing to adapt to work schedule in accordance with professional requirements, must be prepared to travel, Ability to communicate at all levels, Ability to work under pressure, Team Player, People Management.



<b><u>DUTIES</u></b>	:	Supervise Income Leases. Supervise the Disposal of leases. Supervise and coordinate Municipal accounts. Obtain the register of properties owned by Public Works & Infrastructure in the District. Coordinate partnerships for Specific property development initiatives. Render administrative support services to SCM processes relating to leases management Supervise the allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115843. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a> Enquiries: can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 21/214</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES &amp; OPERATIONS MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (Level 09) Gqeberha Ref No: DPWI 57/05/2024 Mount Ayliff Ref No: DPWI 58/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF level 6 in any Built environment/Facilities Management related qualification with 3 years' experience in supervisory level or SL7/8 in Facilities Management. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape. Public sector legislation and procedures. Stakeholder and customer relationship management principles Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Conflict Resolution / Problem Solving.
<b><u>DUTIES</u></b>	:	Facilitate provision of cleaning services. Facilitate provision of gardening services and beautification services. Facilitate provision of conditional assessments. Facilitate the maintenance of state owned properties. Facilitate provision of security services. Manage allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a> Enquiries: Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 21/215</u></b>	:	<b><u>CONSTRUCTION HEALTH &amp; SAFETY SPECIALIST: CAPITAL WORKS REF NO: DPWI 59/05/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (Level 09) Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Safety/Risk Management (NADSAM)/ NEBOSH/ SAMTRAC qualification or related qualification. Must be registered as a construction health & safety officer with SACPCMP. An Auditing qualification would be advantageous. A minimum of 6 years' experience as a Health & Safety Manager within the construction industry Must have a valid driver's license Knowledge and Skills: Advanced knowledge in Microsoft Office (Excel, Power Point, Word & Outlook) Working knowledge of the OHS Act, Principles, and Construction Regulations Knowledge of relevant legal requirements. Good interpersonal and communication skills. Excellent judgement and decision making. Strong planning, organising and control skills. Troubleshooting abilities. Decision making, problem-solving and deadline-driven. Able to communicate effectively to all levels in the department. A self-starter who takes a proactive approach and has good decision-making skills. A self-motivated individual who excels in a challenging environment.
<b><u>DUTIES</u></b>	:	Facilitate the risk management process and implementation of risk management strategies after serious incident/accidents and the updating of new processes. Assist and facilitate serious incident investigations and verification of corrective and preventative action plans. Ensure investigations

are conducted and reported in line with legal and statutory requirements of the applicable legislation dependent on industry sector. Compile close out reports and submit upon completion of serious investigations. Prepare business report on specific findings, planned activities, specific interventions and client interactions. Provide technical guidance and consulting to management on risk management and risk assessments. Conduct regular audits on the baseline risk assessment to ensure risks have been incorporated into working procedures. Communicate findings and recommendations of audit findings and monitor the implementation of corrective and remedial actions. Compile regular accurate, relevant and timely formal and ad-hoc reports. Ensure all actions from management meetings are implemented as agreed. Ensure compliance with all applicable company standards, policies as well as ISO 14001 and OHSAS 18001 standards. Adhere to agreed policies, processes, standards, procedures, protocols and documentation at all times. Ensure SHE management systems are implemented and maintained.

- ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)
- POST 21/216** : **ASSISTANT DIRECTOR: TECHNICAL PORTFOLIO SERVICES: EDUCATION FACILITIES REF NO: DPWI 60/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in any Built environment with three (3) years relevant supervisory experience or salary level 7/8 in the built environment. A valid driver's licence. Knowledge And Skills: Distribution of Revenue Act (DORA), Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF). Preferential Procurement Policy Framework Act, 5 of 2000. Provincial Growth and Development plan for Eastern Cape. Public Service Regulations 2016. PFMA. Programme and Project Management. People Management and Empowerment. Client Orientation and Customer focus. Communication.
- DUTIES** : Facilitate Construction Procurement Strategy and Infrastructure Programme Management Plan (IPMP). Facilitate Infrastructure Programme Implementation (IPIP) and Service Delivery Agreements. Facilitate Construction Procurement Process. Facilitate Sector and report on the Programme. Supervise allocated resources. Facilitate provision of programme support.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)
- POST 21/217** : **ASSISTANT DIRECTOR: PHYSICAL SECURITY: SECURITY AND PROTECTION MANAGEMENT REF NO: DPWI 61/05/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Security Studies/Policing/Criminology with three (3) years relevant supervisory experience or salary level 7 or 8 in Security Management field. PSIRA registration grade A. A valid driver's licence. Knowledge and Skills: Public Finance Management Act (PFMA), applicable legislation and prescripts, government programmes, Information management policies and procedures, presentation methodology, computer literacy, occupational health and safety, protocol, facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical, financial, project management, strategic planning, motivational skills.
- DUTIES** : Implement physical security services in the department, Implementation of the Departmental security policy, directive / SOPs on physical security, ensure that all facilities are safeguarded. Conduct evaluations and Implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems, ensure implementation of security measures at prestige facilities. Implementation of identification card system to identify all employees and visitors. Coordinate security clusters during District events where the Member of the Executive Council appears, implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas at Head Office,

develop, implement and monitor implementation of contingency plan, conduct awareness on physical security. Ensure effective management of the control room, implement proper key and key combination controls as per the Departmental Key Control directive. Conduct security investigations regarding physical security breaches. Conduct in-house security investigations regarding physical security breaches. Implementation of the Departmental security directive: breach of security. Investigate all physical security related breaches occurring at Head Office and report to the relevant security structures. Keep record of all security incidents in the Department. Investigations can be conducted in the districts / regions on invitation. Ensure monitoring, maintenance, upgrading and installation of security systems at identified facilities. Manage and monitor contracted security services. Ensure that contracted companies comply with the Service Level Agreement. Draft specifications of security tenders. Manage and monitor contracted security companies performing security services. Conduct monthly meetings with security contractors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Management of resources: Manage human resources of the component. Manage physical resources of the component. Manage financial resources of the component. Manage information resources of the component. Submit weekly, monthly reports with regards to the key objectives.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)

**POST 21/218** : **ASSISTANT DIRECTOR: LAND SCAPPING & HORTICULTURE REF NO: DPWI 62/05/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Real Estate/ Facilities Management/built environment with three (3) year's relevant supervisory experience or salary level 7 or 8 in land scaping & horticulture environment. A valid driver's licence. Knowledge and Skills: Extensive knowledge about trees, flowers and bushes. Departmental service delivery principles, PSR, PFMA, PSA, Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Occupational Health & Safety. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Planning skills, Ability to organise and manage work, problem – solving, Communication, Interpersonal skills, Project Management, Team Work.

**DUTIES** : Manage provision of horticulture services: Identify properties to be provided with gardening services. Monitor growth and maintenance of plants for indoor and outdoor use. Monitor beautification of government facilities grounds. Manage provision of recreation facilities. Manage cultivation of the soil. Produce and provide plants. Landscaping: Assist with landscaping maintenance, restoration and design. Install and cultivate functional and ornamental plants. Transplant and prune shrubs and small trees. Manage weeding of landscape beds and assist with mulching. Identify and treat potential pests or diseases. Provide plant care advice to other team members and clients. Manage the rendering of administrative functions: Compile and submit a request to Supply Chain. Facilitate the Bidding process. Facilitate the allocation of the successful bidder. Monitor the performance for the duration of the contract. Monitor preparation of payments for service provider. Manage the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervise allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)

**POST 21/219** : **ASSISTANT DIRECTOR: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 63/05/2024**

**SALARY** : R444 036 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Bhisho
	:	National Senior Certificate, National Diploma NQF level 6 in Public Management/Public Administration/Communications with 3 years' relevant supervisory experience or salary level 7/8 in the customer care environment. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes Occupational Health & Safety. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<b><u>DUTIES</u></b>	:	Provide customer relations and frontline improvement services (service standards and charter, complaints mechanisms, reception management). Provide and coordinate 24-hour customer contact centre. Provide full redress on complaints lodged by public works and Infrastructure clients. Administer customer relationship management. Supervise the allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/220</u></b>	:	<b><u>ASSISTANT DIRECTOR: DISTRICT SUPPORT REF NO: DPWI 64/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09)
	:	ADDO
	:	National Senior Certificate, National Diploma NQF Level 6 in Public Management/ Public Administration/Public Relations/Social Science/Development Studies with 3 years' relevant supervisory experience or salary level 7 or 8 in IGR, Stakeholder Engagement and Communication. A valid driver's license. Knowledge and Skills: RSA Constitution-Cooperative Governance, Public Service Act, Public Service Regulations, IGR Framework Act, National/Provincial Development Plan, District Development Model & Integrated Development Plan.
<b><u>DUTIES</u></b>	:	Manage and coordinate Stakeholder Relations: Establish and maintain stakeholder relations, Develop stakeholder database Generate and communicate feedback on issues raised by relevant stakeholders Maintain effective relations with sector departments and Municipalities at District level: Attend and participate in all IGR forums Coordinate implementation of cluster collaborative Enhance cooperation between DPWI and relevant community based stakeholders Monitor implementation of resolutions. Manage rendering of communication services in the district: Monitor provision of internal and external communications to the stakeholders, manage maintenance of the brand for the department Manage marketing and advertising of District events and programs Monitor participation in relevant communication forums inside and outside the department Monitor development of District newsletters. Manage the rendering of effective and efficient customer service to the clientele of the district: Manage handling of complaints Monitor reference of complaints to relevant officials, Ensure that follow ups are made by telephone, letter, fax or email so as to adhere to turnaround times, Implement and monitor adherence to Batho Pele Principles Compile weekly, monthly and quarterly customer care reports Manage distribution of departmental/district publications Monitor proper handling of incoming and outgoing calls and manage the front line desk. Render administrative functions: Coordinate development of District plans Report on implementation of project plans Monitor development of District AOP Receive and review enquiries regarding services of the Department. Supervise allocated resources: Maintain high standard of performance within teams to produce excellent work within stipulated timeframes for achievement of set objectives. Resolve problems of motivation and control. Delegate functions to staff based on individual potential, provide necessary guidance, and support and afford staff adequate training and

		development opportunities. Ensure timeously development of job descriptions, signing of workplan agreements and assessment of employees. Provide support on audit findings and risks within the unit.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/221</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTEGRITY AND ETHICS REF NO: DPWI 65/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Internal Audit/Law with a minimum of 5 years' relevant experience of which 3 years must be at a supervisory level or salary level 7 or 8. Certification as Ethics Officer will be an added advantage. Knowledge & Skills: Knowledge of Public Service legislation and Regulations; Integrity Management framework. Conceptual and analytical thinking. Good report writing skills. Verbal communication skills. Interpretation of policy. Creative presentation skills. Problem solving ability. Planning and organizing skills. Research capability, methodology skills. Honesty and integrity. Time management. Ability to work under pressure for extended periods. Computer literacy in MS Word, Excel and PowerPoint. Willing to travel extensively. Valid driver's license. No criminal record or pending cases.
<b><u>DUTIES</u></b>	:	Assist in Developing and Managing of Ethics Strategy, Policies and Programmes in the Department. Manage and ensure the investigation of reported cases of unethical conduct and conflict of interest of members Administration and coordination of the financial declarations by DPWI officials. Coordinate the implementation of ethics management strategy and plan in the department. Identification of ethics gaps by conducting integrity assessment within DPWI. Monitor, evaluate and report on remunerative work performed outside the Public Service. Monitor and report on the ethics performance of the organisation. Monitor and report on integrity systems and processes within the. Manage and monitor compliance to policies. Conduct Lifestyle reviews and lifestyle Audits and draft reports for review by the deputy director. Provide support to the Departmental Risk & Ethics Committee including managing human and financial resources. Liaise with stakeholders.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/222</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DPWI 66/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Internal Audit, with 3 years' relevant experience at supervisory level or SL7/8 in internal auditing. A valid drivers' licence Knowledge and Skills: PERSAL, Public Service Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, HR management principles, Performance management and development, Public Finance Management Act, 1999, PSR (Public Service Regulations), Meeting procedures, Report writing, Interpersonal conflict and resolving problems, Team leadership, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis.
<b><u>DUTIES</u></b>	:	Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Develop proposals to determine the scope of allocated internal audits. Collect analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work

program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit environment. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Provider inputs for the enhancement of the audit methodologies and technologies.

**ENQUIRIES** : can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/223** : **ASSISTANT DIRECTOR: RECRUITMENT & CONDITIONS REF NO: DPWI 67/05/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Aliwal North  
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/ Public Management/Public Administration with three (3) years' relevant supervisory experience or salary level 7/8. A valid driver's licence. Compulsory Introductory PERSAL Certificate. Knowledge and Skills: Public Service Act; Public Service Regulations 2016, Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Computer skills, Organizational Skills, Communication, Programme and project management.

**DUTIES** : Coordinate recruitment and selection process. Consolidate Annual Recruitment Plan. Facilitate recruitment and advertisement of posts. Approve transactions on PERSAL. Facilitate the implementation of transfers, secondments and acting appointments. Confirm probation on PERSAL. Manage implementation of service benefits. Conduct information-sharing sessions on service conditions and benefits. Manage the implementation of the Policy on Incapacity leave and Ill-Health Retirement (PILIR). Manage processing of service terminations. Facilitate processing of pension payouts and leave gratuities. Facilitate implementation of housing allowance. Facilitate implementation of long service awards. Facilitate implementation of grade progressions and OSD translations. Manage HR registry. Facilitate opening, closing and archiving of files. Manage proper 17 maintenance of records according to National Minimum Information Requirements (NMIR). Control movement of files. Supervise allocated resources. Maintain high standard of performance within teams in order to produce excellent work within stipulated timeframes for achievement of set objectives. Resolve problems of motivation and control. Delegate functions to staff based on individual potential, provide necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions, signing of workplan agreements and assessment of employees. Provide support on audit findings and risks within the unit. Working odd hours and perform with diligence other delegated duties.

**ENQUIRIES** : can be directed to Ms. H. Galeni/ Mr. M. Tshwaku at (087) 362 9971  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/224** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: DPWI 68/05/2024**

**SALARY CENTRE** : R444 036 per annum (Level 09)  
: Bhisho

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma in HRM/ Public Administration/Public Management, NQF Level 6 with 3 years' relevant experience at a supervisory level or SL7/8. A valid driver's license. Compulsory Introductory PERSAL Certificate. Knowledge and Skills: PERSAL, Public Service Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, HR management principles, Performance management and development, Public Finance Management Act, 1999, PSR (Public Service Regulations), Meeting procedures, Report writing, Interpersonal conflict and resolving problems, Team leadership, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis.
<b><u>DUTIES</u></b>	:	Administer service benefits and conditions of service. Administer employee benefits, e.g. Resettlement, Long Service Recognition, Housing Allowance, Housing Guarantee. Administer conditions of service, e.g. hours of attendance, dress codes, leave administration and PILIR etc. Provide an advisory and information service to employees regarding employee benefits and obligations. Administer service Terminations. Ensure that all employees are admitted to Pension Fund. Ensure speedy processing of pension benefits. Ensure that the nomination forms are updated continuously in files. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service Terminations (dept.). Conduct workshops on Service Terminations. Facilitate Leave Administration. Ensure appointment of leave monitors in all the components. Ensure that Leave transactions are authorised. Ensure reconciliation of leave files with PERSAL. Ensure PILIR reports are compiled and submitted to SOMA. Ensure submission of SOMA results to relevant officials. Conduct workshops on Leave management. Supervise allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms S. Mdoda Tel No: (040) 602 4140 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/225</u></b>	:	<b><u>ASSISTANT DIRECTOR: PMDS REF NO: DPWI 69/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, /National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD, three (3) years relevant supervisory experience or salary level 7 or 8 in performance management. A valid Driver's Licence, Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
<b><u>DUTIES</u></b>	:	Collating and consolidating data on the reviewing of Performance Management Development System policy. Facilitate the implementation of the Performance Management Development System plan. Coordinate the submission of the PMDS documents. Accurate validation of PMDS documents and communicate the outcomes. Audit the PMDS files in line with PMDS policy. Coordinate the appointment and sitting of the moderation committee and communicating the meeting outcomes. Coordinate with relevant departments the processing of incentives related to PMDS process. Advocate for the PMDS policy throughout the department. Manage the allocated resources of the sub-directorate. Ensure sound employment relations and commended customer service. Quality control of the work delivered by subordinates.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>

<b><u>POST 21/226</u></b>	:	<b><u>ASSISTANT DIRECTOR: SKILLS, LEARNERSHIP &amp; INTERNSHIPS REF NO: DPWI 70/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, /National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD, three (3) years relevant supervisory experience or salary level 7 or 8 in HRD/Skills Development. A valid Driver's Licence, Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
<b><u>DUTIES</u></b>	:	Coordinate implementation of Developmental Programmes within the Department. Facilitate the identification of mentors to support the interns and a nurturing environment. Facilitate the implementation of the Professional Developmental Programme. Conduct induction programme for interns and learners. Manage the allocated resources of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 21/227</u></b>	:	<b><u>ASSISTANT DIRECTOR: HRD, LABOUR RELATIONS &amp; WELLNESS (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (Level 09) Queenstown Ref No: DPWI 71/05/2024 Mthatha Ref No: DPWI 72/05/2024 Aliwal North Ref No: DPWI 73/05/2024 East London Ref No: DPWI 74/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in HRM/ Public Management/Public Administration/Labour Relations/Labour Law/Social Science with three (3) years relevant supervisory experience or salary level 7/8 in the HRM field. A valid driver's license. Knowledge and Skills: All Acts regulating HRM; Public Service Act; Public Service Regulations; Archives and Records Management Act etc. Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Computer skills, Organizational Skills, Financial Management, Programme and project management.
<b><u>DUTIES</u></b>	:	Manage Human Resource Development: Facilitate training and development of employees, facilitate implementation of skills audit and workplace skills plan, facilitate implementation of PMDS and development, Manage and monitor implementation of Internship. Manage Employee Health and Wellness Programme: Facilitate implementation of HIV/AIDS and TB in the workplace, Monitor Health and Productivity Management, facilitate implementation of SHERQ services, Facilitate implementation of Wellness programme. Manage Employment Relations: Advise on labour relations matters, manage resolutions and outcomes of grievance matters, manage disciplinary process and implement, outcomes, provide secretarial support to the District Labour, Forums, Facilitate and implement outcomes of dispute and disciplinary matters. Supervise application of grievance procedure, Represent the department in misconducts and dispute. Supervise allocated resources: Maintain high standard of performance within teams, in order to produce excellent work within stipulated timeframes for achievement of set objectives. Resolve problems of motivation and control. Ensure timeously development of job descriptions, signing of work plan agreements and assessment of employees. Ensure management, procurement, maintenance and safekeeping of assets. Participate in strategic planning sessions to develop district operational plans and ensure accurate implementation and reporting thereof. Provide support on audit findings and risks within the unit.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>



Enquiries: can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
 Enquiries can be directed to Ms. H. Galeni/ Mr. M. Tshwaku at 087 362 9971. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
 Enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/228** : **ASSISTANT DIRECTOR: HRD, LABOUR RELATIONS & WELLNESS (X2 POSTS)**

**SALARY CENTRE** : R444 036 per annum (Level 09)  
 : Gqeberha Ref No: DPWI 75/05/2024  
 : Mthatha Ref No: DPWI 76/05/2024

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in SCM/Logistics/ Supply Chain and Operation Management/Purchasing Management / Procurement with 3 years' relevant experience in Demand Management at supervisory level or salary level 7 or 8. A valid driver's licence Knowledge and Skills: National Treasury Prescripts and Circulars. Provincial Treasury Prescripts and Circulars. SCM Delegations, Policies and Prescripts. Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. CIBD. BBBEE. PPPFA. Policies and Procedures. People Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Motivational Conflict Resolution / Problem Solving.

**DUTIES** : Facilitate the development of procurement/quotation plans for the district: Liaise with programme heads to source inputs. Analyze and verify the plans in consultation with the programmes/units. Align the draft procurement plan with the allocated budget. Consolidate the District procurement plan. Monitor, review, and assess existing plans and report and check compliance on the submitted RFQ's and RFP's. Monitor spending analysis of the procurement plan and submit reports. Conduct needs analysis of the district: Verify past spending of the district. Compare stores against procurement plan. Advise on District needs planning and spending. Assess District future needs. Perform commodity/industry analysis: Check available commodities in the market to meet the requirements of the district. Conduct industry analysis to determine type of industries. Perform life cycle cost analysis for the district. Provide updated price index. Monitor procurement process of goods and services: Ensure timeous procurement of goods/services. Ensure value for money in the procurement of goods/services. Check the completeness and correctness of Request for Quotations. Advise during Bid Specification Committee (BSC) sittings. Monitor compliance with SCM prescripts. Identify risks and Implement control measures. Implement Audit Action Plans. Monitor safe keeping of BID documents. Compile monthly, quarterly, and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

**ENQUIRIES** : Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
 Can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/229** : **ASSISTANT DIRECTOR: BUDGET & EXPENDITURE (X2 POSTS)**

**SALARY CENTRE** : R444 036 per annum (Level 09)  
 : Gqeberha Ref No: DPWI 77/05/2024  
 : East London Ref No: DPWI 78/05/2024

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, National Diploma NQF Level 6 in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financial Management/Taxation/B. Com in Finance or Accounting with 3 years' relevant supervisory experience in Budget and Expenditure or salary level 7 or 8. A valid driver's licence. Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge of Financial Administration; Budget Examination and Analysis; SCOA. Planning and Organising Skills, Good interpersonal relations. Presentation skills. Computer Literacy and Problem-Solving skills.
<b><u>DUTIES</u></b>	:	Monitor implementation of budget management: Monitor compliance with PFMA from programmes. Monitor, identify and advise programmes on over/under expenditure. Supervise the preparation working paper for implementation of adjustments. Monitor the implementation of virements and shifting. Monitor and give technical advice on the availability of funds and on shortfalls. Identify and correct misallocations on budget balancing. Monitor distribution of budget according to programmes. Monitor implementation of budget planning: Compile the consolidation of budget inputs from various programmes. Prepare the budget in line with the database. Monitor the preparation and attach tables to the estimate of provincial revenue and expenditure. Monitor the personnel data on the database. Monitor preparation of working paper and workbook before loading. Monitor effective processing of payments: Monitor payment of suppliers. Draw invoice detailed reports. Pre-authorization & final authorization of payments on LOGIS system. Update invoice tracking register (Reapatala). Draw disbursement reports and payments stubs. Facilitate creditor's reconciliation. Compile a risk management profile for the section. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets and to develop appropriate skills.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a> Enquiries: can be directed to Ms. L. Magama Tel No:(043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 21/230</u></b>	:	<b><u>ASSISTANT DIRECTOR: PRE-AUDIT (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (Level 09) Mount Ayliff Ref No: DPWI 79/05/2024 Gqeberha Ref No: DPWI 80/05/2024 Queenstown Ref No: DPWI 81/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financial Management/ Taxation/B. Comm in Finance/B Com Accounting three (3) years' relevant experience in Pre Audit Environment at a supervisory level or salary level 7/8. A valid driver's licence. Knowledge and Skills: In-depth understanding of legislative framework that governs the Public Service. Knowledge of the PFMA. Treasury Regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. Knowledge of PERSAL, BAS and LOGIS. Knowledge of DORA. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices, Knowledge of SCOA, Presentation skills, Research, Report Writing, Negotiation, Interpersonal Relations, Facilitation, Analyzing, Conflict Management, Communication. Computer Literacy and Working in a team.
<b><u>DUTIES</u></b>	:	Interpret financial policies, procedures and monitor the implementation thereof: Facilitate implementation of policies, strategies, and business plans in accordance with National and Provincial regulatory frameworks and directives. Monitor regular updating/reviewing/renewing and roll out of business plans for pre-audit services. Monitor, evaluate and report on the effectiveness and

efficiency of policies and plans on a regular basis. Monitor compliance with relevant statutory prescripts on procurement and payment requests: Check the authenticity of payment requests and vouchers prior to the processing and payment thereof. Ascertain that certificates are issued with reasonable time upon receipt of commitment forms. Monitor internal controls. Administer the rendering of effective pre-audit services: Report on incidences of non-compliance and irregularities. Compile a risk management profile for institutions. Report on and recommend interventions aimed at resolving incidences of non-compliance. Report findings of the Internal Audit unit and recommend remedial actions. Compile, monthly, quarterly, and annual reports. Maintain safekeeping of value documents: Keep value documents in a strong room. Issue documents on request by users. Monitor closure of value documents during financial year end, Interact with end users and Auditor General during audit period. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance and safekeeping of assets practice, and to develop appropriate skills.

**ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
 Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
 Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/231** : **ASSISTANT DIRECTOR: SALARIES (X2 POSTS)**

**SALARY CENTRE** : R444 036 per annum (Level 09)  
 : Gqeberha Ref No: DPWI 82/05/2024  
 : Aliwal North Ref No: DPWI 83/05/2024

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Cost & Management Accounting/Financial Accounting with three (3) years relevant supervisory experience or salary level 7/8. A valid driver's licence. Knowledge and Skills: Planning and Organising, Good interpersonal relation skills, Presentation skills, Computer Literacy, Problem Solving skills. Knowledge of the PFMA, Treasury Regulations, Knowledge of BAS and PERSAL, Knowledge on Financial Administration.

**DUTIES** : Supervise and perform salary administration support services: Supervise allocation of salary advices, Monitor processing of salary advices, Monitor capturing of salaries, bonuses, salary adjustments and deductions, Authorise all salary related payments, Supervise the filing of all documents. Administer effective salary administration services: Compile a risk management profile for the section, develop salary administration control system, Report findings of the internal audit unit and recommend remedial actions. Monitor clearance of salary accounts: Ensure all salary related suspense accounts are cleared and reconciled on monthly basis, ensure all PERSAL exceptions are cleared on monthly basis before BAS system closure and that PERSAL & BAS expenditure is reconciled and submitted, ensure that all overpayments are reversed and recovered. Monitor rendering of general administration support services: Draw and analyze PERSAL management reports, Monitor and report on salary related processes, Compile monthly, quarterly and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure

		management, maintenance and safekeeping of assets practice, and to develop appropriate skills.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. H. Galeni/ Mr. M. Tshwaku at (087) 362 9971. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/232</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING REF NO: DPWI 84/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Financial Accounting with three (3) years relevant supervisory experience or salary level 7/8. A valid driver's licence. Knowledge and Skills: Knowledge of National Treasury prescripts. Knowledge of guidelines related to recording and reporting 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. Knowledge on the preparation of Annual Financial Statements (AFS) in terms of GRAP- related to immovable asset management. Computer literacy-database administration. Ability to compile reports for the Manager. Knowledge and understanding of the definition of State Land. Knowledge of Public Finance Management Act 1 of 1999 Competencies: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.
<b><u>DUTIES</u></b>	:	Improved Asset Management Maturity Index for Asset Register data through maintaining and developing the financial component of the Immovable Asset Register. Manage work in progress register. Analyse guides and circulars for recording and reporting (e.g. valuation model). Disclosure note and annexures for immovable assets. manage allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/233</u></b>	:	<b><u>ASSISTANT DIRECTOR: NON-FINANCIAL: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING REF NO: DPWI 85/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Financial Accounting with three (3) years relevant supervisory experience or salary level 7/8. A valid driver's licence. Knowledge and Skills: Knowledge of state land administration. Knowledge of South African property law. Knowledge of the definition of state land and historic and current tenure registration systems. Knowledge of survey records. Knowledge of deeds registry records. Knowledge property legislation, guidelines and prescripts National Treasury guidelines and prescripts related to the recording and accounting of immovable assets Knowledge of property systems (Deeds, LAW, PMIS, LOGICA, CSG). Information Management Government Programmes. Public Services Act and Regulations. Computer Skills (Advance Excel, data bases, GIS and PowerPoint) Research skills (property related). Data analysis and interpretation (property related data) Interpretation of survey records Interpretation of deeds records Interpretation of spatial data (including topographical maps) interpretation of historic records (e.g. proclamations, maps) interpretation of financial records (e.g. WIP, valuations) Accuracy and high sense for detail (extremely important) Planning (Town and Regional Planning, Spatial planning, Urban design, Revitalization of towns etc.) Competencies: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.

<b><u>DUTIES</u></b>	:	Facilitate improved asset management maturity index for asset register data-number of immovable assets verified in the immovable asset register (IAR) in accordance with the minimum requirements of National Treasury. Facilitate the confirmation of vesting of provincial deemed properties in terms of Item 28(1) to Schedule 6 of the Constitution. Asset and portfolio planning management through property research and the implementation of the provincial land audit and survey programmes. People Management & Empowerment.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/234</u></b>	:	<b><u>QUANTITY SURVEYOR TECHNOLOGIST: OTHER DEPARTMENTS REF NO: DPWI 86/05/2024</u></b>
<b><u>SALARY</u></b>	:	Grade A: R429 930 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's degree NQF Level 7 in Quantity Surveying with three years post qualification quantity surveying technological/technical experience required. Valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor Technologist. Knowledge and Skills: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation.
<b><u>DUTIES</u></b>	:	Provide QS technical and technological services: Support Quantity Surveyor and other professionals by providing proper and accurate cost and estimates information; Advise on materials and construction processes; Promote safety standards in line with statutory and regulatory requirements; Value completed work and organize payments; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly define technology challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying QS principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain database. Research and development: Keep up with new technologies and procedures; and Research/literature studies on technical QS technology to improve expertise; and to liaise with relevant boards/councils on QS-related matters.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/235</u></b>	:	<b><u>ENGINEERING TECHNOLOGIST: OTHER DEPARTMENTS REF NO: DPWI 87/05/2024</u></b>
<b><u>SALARY</u></b>	:	R429 930 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B-Tech in Civil Engineering with three (3) years post qualification Engineering Technologist experience in Structural Engineering is compulsory. A valid driver's licence. Compulsory registration with ECSA as an Engineering Technologist. Knowledge and Skills: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation.
<b><u>DUTIES</u></b>	:	Provide structural technological advisory services. Support Engineers, Technicians and associates in field, workshop and office activities. Promote

safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant boards/councils on engineering-related matters.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/236** : **PROJECT COORDINATOR: EPWP INNOVATION & EMPOWERMENT (X2 POSTS)**

**SALARY CENTRE** : R376 413 per annum (Level 08)  
: East London Ref No: DPWI 88/05/2024  
: Mthatha Ref No: DPWI 89/05/2024

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Developmental Studies/Social Sciences with 1-2 years' relevant experience in the related field. A valid driver's licence. Knowledge & Skills: Public Finance Management Act (PFMA); Prescripts; DoRA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

**DUTIES** : Facilitate the implementation of National Youth Service and APT Cod. Develop Recruitment Plan according to depot needs. Distribute the Expression of Interest to all public bodies and notice boards. Receive and scrutinize qualifications of applicants according to policy and conduct selection. Prepare compliant contract documents. Convene briefing meeting with selected students, and obtain completed bank forms, medical fitness, declaration of disability and certified ID copies. Develop attendance registers and payment register for students. Distribute logbooks to learners. Procure and distribute PPE's to APT Cod and NYS. Facilitate and implement training and empowerment Programme. Facilitate logistics for training and empowerment and submit for approval. Prepare tender document for training and empowerment. Act as a project leader on all bid committees. Compile monthly reports. Monitor training. Facilitate and implement innovative initiatives. Facilitate community participation to introduce new initiatives. Develop the project implementation plan in order to pilot new initiatives. Register applicants on Amathuba Jobs Portal. Match the qualifying applicants on Amathuba Jobs Portal. Compile system generated monthly and quarterly reports. Supervise the allocated resources. Assist in the management the budget of the unit. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments.

**ENQUIRIES** : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
For enquiries contact Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767.  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/237** : **CHIEF WORKS INSPECTOR: GENERAL BUILDINGS: TECHNICAL SERVICES REF NO: DPWI 90/05/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Mount Ayliff  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Buildings or a N3 and passed trade test in the Buildings environment or Registered as an Engineering Technician with three (3) to five (5) years appropriate experience. A valid driver's licence. Knowledge And Skills: Project Coordination, Technical Design and Analysis Knowledge, Research and development.

**DUTIES** : Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services through inter alia the following; Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures through inspecting new and/or maintenance work undertaken on project sites to ensure that it is being in compliance with all relevant regulations and legislation and that proper quality control is maintained. Analyse and compile relevant project documentation for new and existing structures. Manage the activities of contractors on project sites. Supervise the performance and conduct of Works Inspectors.

**ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/238** : **CHIEF WORKS INSPECTOR: FIRE SAFETY & PREVENTION: TECHNICAL SERVICES REF NO: DPWI 91/05/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Queenstown  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Buildings or a N3 and passed trade test in the Buildings environment or Registered as an Engineering Technician with three (3) to five (5) years appropriate experience. A valid driver's licence. Knowledge and Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, Management of people, risk, change and promotion of teamwork, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy Client orientation and customer focus skills, Report writing skills, Self – Management.

**DUTIES** : Implement fire prevention regulations and standards. Implement and monitor compliance with the National Building Regulations in inspection of properties. Implement servicing of fire safety equipment. Implement corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards. Implement the activities of contractors and provide professional advice and guidance in respect of compliance to regulations, legislation and processes. Implement fire protection Conduct inspections and testing of newly installed fire. Protection systems in line with approved designs. Conduct fire code compliance. Render fire education. Render awareness on fire safety and handling of fire equipment. Assist EPWP in the development of SMMEs. Supervise resources. Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

**ENQUIRIES** : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/239** : **LOGIS CONTROLLER: LOGISTICS & ASSET MANAGEMENT REF NO: DPWI 92/05/2024**

Re-advert: Applicants that previously applied may re-apply

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Gqeberha  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Financial Management/Cost and Management Accounting with 1-2 relevant experience. A valid drivers licence Knowledge and Skills: Knowledge of PFMA, Treasury regulations and guidelines, Standard chart of accounts, Government financial systems, Principles and practice of accounting and auditing, Government accounting standards (GRAP) and Financial and management reporting

- requirements, Logis, Training on Logis, Have Communication, Analytical and Problem Solving, Attention to Detail, Planning and Organising skills and be Customer Service Oriented.
- DUTIES** : Maintain effective and efficient transversal system (LOGIS). System Security Control. Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets, and liabilities. Maintain an effective and efficient system management (safetyweb and Central Supplier Database), Facilitate Transversal System Training and Development. Management and Reporting.
- ENQUIRIES** : Gqeberha enquiries can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)
- POST 21/240** : **WELLNESS OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPWI 93/05/2024**  
Re-advert: Applicants that previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Gqeberha  
: National Senior Certificate, National Diploma NQF level 6 in Social Sciences/Social Work/Psychology. Valid registration with a relevant Council is compulsory. 1-2 years' relevant experience in Employee Health and Wellness environment. A valid driver's licence. Knowledge and Skills: Knowledge of the Public Service Employee Health and Wellness Framework; Knowledge of EAPASA Standards and understanding of the National Strategic Plan on HIV, TB, and STIs, COIDA. Report writing, communication, interpersonal relations, relationship building, confidentiality, de-briefing and counselling, computer literacy, presentation, interpersonal conflict and resolving problems.
- DUTIES** : Render Implementation of Employee Assistance Programme (EAP) policy and related programmes: Conduct EAP awareness within the district. Coordinate sport and recreation activities. Open files for each EAP case referred to the Section. Facilitate referrals to professional institutions should a need arise. Analyse cases and recommend possible interventions. Provide counselling. Case management for IOD, medical, Psychological, Physical and clinical related. Render HIV & AIDS and TB diseases programs: Conduct HIV & AIDS and TB diseases awareness campaigns within the district. Organise support programs for those employees who have disclosed their HIV status. Ensure that people living with HIV & AIDS and TB are not discriminated in the workplace. Render Health and productivity management: Conduct awareness's of communicable and non-communicable diseases management. Conduct mental health awareness programs. Oversee full cycle for medical incapacity process. Maintain and compile statistical data on absenteeism and sick leave utilization. Develop and apply metrics to ensure effectiveness of health and wellness programmes and modify programmes based on the results. Source, negotiate with service providers or stakeholders to deliver wellness support with adherence of facilitation standards, methods and procedures. Prepare monthly/quarterly reports on delivered initiatives, planned initiatives and employee participation and feedback.
- ENQUIRIES** : Can be directed to Ms A. Meyer Tel No: (041) 390 9032/ Ms C. Bermoskie Tel No: (041) 390 9026  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)
- POST 21/241** : **USER SUPPORT TECHNICIAN: ICT OPERATIONS REF NO: DPWI 94/05/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Bhisho  
: National Senior Certificate/ NQF level 6 in Information Technology or relevant IT Qualification with minimum of 1-2 years' appropriate experience in ICT environment. A minimum of 1 year should be in ICT end-user support. Microsoft environment, LAN (Local Area Network), ICT Devices and Peripheral Installation, Maintenance and Support, ICT LAN Connection Troubleshooting and Support, ICT Client/Customer/Visitor Support with either one of the following recognised certifications such as CompTIA A+ or N+ or CCNA or any Microsoft recognised certification related to server administration or IT Support. A valid driver's licence. Knowledge and Skills: Knowledge of ITIL (Information Technology Infrastructure Library) and computer networks. Knowledge of



computer hardware, software, and peripherals such as servers, monitors, cables, physical 4 layer, printers, and modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting, and repairing applicable software, hardware and peripheral such as printers and related hardware. Knowledge of the OSI model and monitoring the LAN and WAN's. Knowledge of Microsoft Office365. Good communication (verbal and written), telephone etiquette, interpersonal, technical, organizational, analytical, problem-solving and advanced computer skills (MS Office package). including technical know-how.

**DUTIES** : Provide Desktop Support to all Departmental ICT Users: Ensure that all computers in the department are installed with the standard software. Ensure that all computers are joined on the organizational domain. Support ICT projects. Perform upgrades for new software versions and software rollouts on every device connected to the LAN. Liaison with IT service providers for any third-party support. Assist with the implementation of ICT risks control plans and audit intervention plans. Operate and maintain ICT boardroom A/V equipment. Provide security support by means of updated anti-virus software and network operational support for the department: Install Anti-virus software on user machines. Ensure security patches and antivirus are running and updated daily on each computer. Troubleshoot and repair network points in the department. Ensure that all users have access to the network. Provide and support internal access of electronic mail and communication systems: Create and configure mailboxes on user computers. Assist with the rollout and implementation of Microsoft Office365 and provide support thereof. Monitor helpdesk calls and complaints registration process: Receive call requests from service desk. Attend and resolve calls (incidents/problems/service request) logged with the ICT helpdesk, in line with the ICT Service Standards/SLA. Update service desk and assigned calls on the system and escalate if necessary. Close all resolved calls on the helpdesk system. Implementation, installation, upgrading and technical support of software operating systems and systems software packages on PCs. Ensure that all users data or information is backed using any back-up solution or technology used by the department.

**ENQUIRIES** : Can be directed to Mr L. Magqaza Tel No: (040) 602 4236 / Ms S. Zazini Tel No: (040) 602 4553  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/242** : **NETWORK CONTROLLER: ICT SERVICES (X3 POSTS)**

**SALARY CENTRE** : R308 154 per annum (Level 07)  
East London Ref No: DPWI 95/05/2024  
Queenstown Ref No: DPWI 96/05/2024  
Aliwal North Ref No: DPWI 97/05/2024

**REQUIREMENTS** : National Senior Certificate/ National Diploma NQF Level 6 in Information Technology with 1-2 years' relevant experience. A valid driver's licence. Knowledge & Skills: Network Software, RICPCI Act, Network hardware, Use of network software, Analytical skills, Problem solving, Interpersonal Skills.

**DUTIES** : Monitor the User's calls and resolutions (Desktop support and maintenance). Receiving the calls logged by the Users. Resolve or escalate the call depends on its complexity. Support Transversal systems (BAS, LOGIS and PERSAL). Conduct preventative maintenance on Desktop and Laptops by managing Backup and Virus control. Backup User's information through CYBEC Backup System. Updating Virus in computers and Laptops Render maintenance for the warranty of the Desktop computers and Laptops, by conducting Equipment Audit.

**ENQUIRIES** : Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
Enquiries: can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
Enquiries: can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/243** : **SECURITY TECHNICIAN: ICT INFRASTRUCTURE REF NO: DPWI 98/05/2024**

**SALARY** : R308 154 per annum (Level 07)

<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma/Degree in Information Technology, 1-2 years' experience in the related field Knowledge and Skills: Results/quality management. Decision making. Service delivery innovation. Change management. Client orientated and customer. Knowledge of Networks, Backup Policies, Computer software and Hardware. Knowledge of Information Security Principles and standards. IT Skills. Research. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy Troubleshooting.
<b><u>DUTIES</u></b>	:	Deploy and activate malicious software protection tools and ensure antivirus definitions on client's update automatically. Updating/scanning and maintaining all the AV clients. Upgrade all clients to the latest version. Generate antivirus exception reports and circulate to all regional ICT coordinators for execution. Distribute a list of infected machines to Regional Coordinators for scanning. Follow up with Regional Coordinators on reported machines. Implement backups and restores in line with the departmental policy. Monitoring daily, weekly and monthly backups. Take monthly backup tapes to East London for offsite storage. Maintain and communicate patch management policy procedure to departmental officials. Facilitate workshops/awareness sessions. Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/244</u></b>	:	<b><u>HR PRACTITIONER: CONDITIONS: CORPORATE SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mount Ayliff Ref No: DPWI 99/05/2024 Queenstown Ref No: DPWI 100/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Administration/ Public Management majoring in HRM with 1-2 years' experience in the relevant field. A valid driver's licence. Knowledge: PERSAL system, Injury on Duty claims (IoD's), S&T, overtime and Fuel calculations, HR management principles, performance management development system Meeting procedures, Report writing, Stakeholder and customer relationship management principles Competencies Analytical skills, Report writing, Communication, Analytical, presentation.
<b><u>DUTIES</u></b>	:	Supervise implementation of Service Termination. Compile memorandum for relevant service terminations. Write letters for retiring employees. Request Tax Directives from SARS. Verify liabilities. Verify Audited leave files. Verify calculations of Leave Gratuity. Approve Gratification on PERSAL. Verify enrolment of payment on pension case management. Supervise implementation of service benefits. Monitor processing of applications for Housing Allowances and Homeowners Allowances. Supervise implementation of the leave administration. Supervise & Process Temporary Incapacity Leave (Short, Long Period & ILL HEALTH. Supervise human resources/staff.
<b><u>ENQUIRIES</u></b>	:	Enquiries: can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/245</u></b>	:	<b><u>HR PRACTITIONER: BENEFITS: HUMAN RESOURCE ADMINISTRATION REF NO: DPWI 101/05/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in HRM/ Public Administration/ Public Management/Industrial Psychology majoring in HRM with 1-2 years' relevant experience in the conditions of service environment. Certificate on Introduction on PERSAL is compulsory and valid driver's license. Knowledge and Skills: In depth knowledge and understanding of Conditions of Services environment. Knowledge of PERSAL System. Knowledge of Pension Case Management System. Government Policies and Planning Systems. Performance management and development, Interpersonal conflict and resolving problems. Supervisory. Report writing. Budget and financial management. Planning and organizing. Creative thinking. Conflict Management. Presentation. Communication. Self-management. Problem analysis. Computer Literacy.

**DUTIES** : Administer Service Benefits and Conditions of Service. Administer Employee Benefits, e.g. (Resettlement, Long Service Recognition, Housing Allowance, Housing Guarantee, Medical Aid, IOD etc). Process all benefits-related transactions on PERSAL. Maintain benefits records and ensure accurate and reliable data integrity on PERSAL. Provide advisory service to employees regarding employee benefits and obligations. Conduct workshops / awareness's on Service Benefits. Administer Service Terminations & Pension. Process Service Termination & pension related transactions on PERSAL. Send the retiring employee lists to the relevant components. Compile the retiring memorandum to HOD. Approve transactions captured on PCM system. Ensure pension nomination forms are updated continuously in files. Conduct workshops / awareness's on Service Terminations & Pension. Supervise allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

**POST 21/246** : **HRD PRACTITIONER: PMDS: CORPORATE SERVICES REF NO: DPWI 102/05/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Mthatha  
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD with one to two (1-2) years relevant experience in the performance management environment. A valid Driver's License. Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.

**DUTIES** : Coordinate the implementation of the Performance Management Development System plan. Conduct due diligence on the submitted PMDS documents as per operational plan. Accurate capturing of PMDS documents. Reconcile submitted documents. Coordinate the appointment and sitting of the pre-moderation committee meetings. Archiving and Record keeping. Auditing of PMDS files. Participate to PMDS ad-hoc projects. Manage the allocated resources of the sub-directorate. Ensure sound employment relations and commended customer service. Quality control of the work delivered by team members. Advocate for the PMDS policy and adherence.

**ENQUIRIES** : can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

**POST 21/247** : **ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT REF NO: DPWI 103/05/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management / Public Management/ Public Administration/related qualification majoring in HRM/HRD with one to two (1-2) years relevant experience in the performance management environment. A valid Driver's License. Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations.

		Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the Performance Management Development System plan. Conduct due diligence on the submitted PMDS documents as per operational plan. Accurate capturing of PMDS documents. Reconcile submitted documents. Coordinate the appointment and sitting of the pre-moderation committee meetings. Archiving and Record keeping. Auditing of PMDS files. Participate to PMDS ad-hoc projects. Manage the allocated resources of the sub-directorate. Ensure sound employment relations and commended customer service. Quality control of the work delivered by team members. Advocate for the PMDS policy and adherence throughout the department.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms S. Mdoda Tel No: (040) 602 4140 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/248</u></b>	:	<b><u>LABOUR RELATIONS OFFICER: CORPORATE SERVICES (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	2 Bhisho Ref No: DPWI 104/05/2024 Queenstown Ref No: DPWI 105/05/2024 Mthatha Ref No: DPWI 106/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Labour Relations/Labour Law/Human Recourses Management with 1-2 years' relevant experience in Labour Relations / Labour Law environment. A valid driver's licence. Knowledge & Skills: Labour law and Employment Legislation. Public Service Regulations. Monitoring and evaluation, Government policies and planning systems, Government programme of action, Public Service Regularity Framework, policies and procedures, Information management, Performance management. Research, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing Conflict management, Working in a team. Communication (verbal and written). Strategic planning and leadership skills. Presentation and facilitation skills. Report writing skills. People management skills. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy.
<b><u>DUTIES</u></b>	:	Handle misconduct cases and Appeals. Conduct investigations and compiling reports. Facilitate grievances by investigating grievances received and make appropriate recommendations towards resolution. Capture case outcomes on the PERSAL system. Provide advice and guidance on labour relations matters. Conduct roadshows/ awareness sessions to educate staff on Labour Relations policies and procedures. Assist in updating departmental policies and SOP's. Coordinate departmental meetings including the LMF. Facilitate the resolution of dispute. Draft submissions for mandates and represent the employer in disciplinary hearings. Ensure timeous reporting and compliance of the unit. Liaise with departmental stakeholders and represent the interests of the department.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/249</u></b>	:	<b><u>HR PRACTITIONER: RECRUITMENT: CORPORATE SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mount Ayliff Ref No: DPWI 107/05/2024 East London Ref No: DPWI 108/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Administration/Management/ Social Science (HRM) majoring with Human Resource Management with 1-2 years' relevant

experience as HR Clerk. A valid drivers' license. Certificate for Introductory PERSAL is compulsory. Knowledge and Skills: Knowledge of Departmental service delivery principles, Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedure. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape and NDP 2030 vision. Knowledge of PERSAL system, Knowledge the Supreme Law of the Country, knowledge of Public Service Regulations/Act, Collective agreements, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act and all other relevant legislations, policies and procedures regulating Human Resources in the Public Service/Sector. Good Interpersonal skills, sound planning & organizing skills, communication skills (verbal and written), presentation skills, conflict management and problem-solving skills. Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work independent, under pressure and long hours.

**DUTIES** : Promote the effective Departmental Recruitment Process. Assist in the process of Human Resource Planning for effective and efficient Recruitment Plan. Ensure accurate advertisement of all approved vacant positions. Co-ordinate the process of recruitment and selection. Co-ordinate the interview process, conduct all recruitment verification process, security checks and reference checks. Arrange logistics for the recruitment process. Assist with Creation of Post, Ensure accurate appointments on PERSAL system. Monitor the application system(e-recruitment) and draw the master list from e-recruitment. Facilitate the appointment of selection committee. Coordinate the recruitment and selection reports. Facilitate appointments, transfers and promotions, acting appointments, secondments within the district. Administer the process of inviting the shortlisted candidates to interviews. Assist in the development of adverts. Conduct verification on PERSAL Establishment and against the warm bodies/head count (conducting PERSAL Establishment audits). Responsible for Youth Development Program recruitment & selection process. Responsible for ensuring availability of Job Descriptions, facilitate the process job evaluation and implement the outcomes of the evaluation. Ensure effective and efficient supervision of staff (in service trainees, interns and employed personnel, promote effective implementation of performance management and development system timeously. Ensure adherence and compliance on departmental HR policies and implement the audit interventions. Ensure proper safe keeping of HR documents, promote confidentiality with the HR environment and conduct physical verification of employees of the district. Be prepared to work odd /long hours, work well under pressure and work independently.

**ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
Enquiries: can be directed to Ms. L. Magama at / Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/250** : **ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT REF NO: DPWI 109/05/2024**  
Re-advert: Applicants that previously applied may re-apply

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) in Human Resource Management/Human Resource Development/ Public Management/Public Administration/related qualification majoring in HRM/HRD with 1-2 years' relevant experience in human resource development. Knowledge of PERSAL will be an added advantage. A valid Driver's licence. Knowledge and Skills: Knowledge and skills: Public Service Act, Policies and Regulatory Framework. In-depth knowledge of Human Resource Development legislative frameworks, Skills Development Act. Skills development Regulations and Skills Development Levies Act. National Skills Development Strategy version 2030. South African Qualification Authority Act. Customer relations management. Good Interpersonal relations. Conflict management. Training, Facilitation & Presentation Skills. Report writing skills. Computer literacy.

**DUTIES** : Compile the department Workplace Skills Plan. Compile the quarterly and annual monitoring reports and expenditure reports. Compile Annual Human Resource Implementation Plan and Monitoring Evaluation Reports. Co-

ordinate training interventions with internal and external stakeholders. Manage and co-ordinate the Internship and Learnership Programmes. Facilitate and co-ordinate the management of Developmental Programmes. Monitor and report on training budgets. Conduct the impact assessment and return of investment on the training interventions. Facilitate the implementation of the Improved Qualifications Conduct the implementation of the Recognition of Prior Learning. Co-ordinate and facilitate Departmental Induction Programmes. Co-ordinate and facilitate Compulsory Induction Programmes. Maintenance and update of training interventions records.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/251** : **HR PLANNING PRACTITIONER: HUMAN RESOURCE PLANNING REF NO: DPWI 110/05/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Public Administration/ Public Management/Human Resource Management with 1-2 years' relevant experience in Human Resources. A valid driver's licence. Knowledge and Skills: Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Act No.108 of 1996. Employment Equity, Act No.55 of 1998. Labour Relations, Act No.75 of 1995. Public Service Act, Proclamation 103 of 1994 as amended. Skills Development Act No.97 of 1999. White Paper on Affirmative Action,1998. Public Service Regulations, 2001 as amended etc. Computer literacy skills. Diagnostic skills. Project facilitation skills. Analytical skills. Problem solving skills. Policy development skills. Interpersonal Skills.

**DUTIES** : Develop, reviewal and reporting, of the Departmental HR Plan. Establishing Human Resource Plan Committee. Request PERSAL report and analyse data. Conduct workforce analysis for the department. Consolidate inputs from different stakeholders (Line manager committee). Facilitate development of the HR Plan. Collect information for the development of half-yearly and annual HR Plan Implementation report. Prepare half-yearly and annual HR Plan Implementation report. Provide Secretarial Services in the development of Departmental Human Resource Plan. Development, reviewal, and reporting on employment equity Plan for the Department. Establishing Employment Equity Committee. Request PERSAL reports from PERSAL office. Analyse Departmental workforce profile and do situational analysis (Gender, Age, Disabilities, Race etc). Identify gaps and develop strategies to bridge gaps. Develop draft EE Plan. Provide monthly Employment Equity Status. Provide secretarial services in the development of Departmental Employment Equity Plan. Develop Annual Employment Equity Report for Department of Labour. Request PERSAL data from PERSAL Management Office. Analyse PERSAL reports. Develop draft Employment Equity report. Render secretarial services in the development of Annual Employment Equity Report to Department of Labour. Co-ordinate Human Resources Management Effectiveness Assessment. Establish HR Effective Assessment Committee. Co-ordinate HR effectiveness assessment. Identify gaps and develop draft HR Effectiveness improvement plan. Render secretarial services in the HR Assessment Committee.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/252** : **HRD PRACTITIONER: LEARNERSHIP & INTERNSHIP REF NO: DPWI 111/05/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Bhisho  
: National Senior Certificate, National Diploma (NQF level 6) in Human Resource Management/Human Resource Development/ Public Management/Public Administration/related qualification majoring in HRM/HRD with 1-2 years' relevant experience in human resource development. Knowledge of PERSAL will be an added advantage. A valid Driver's licence. Knowledge and skills: Public Service Act, Policies and Regulatory Framework.

		In-depth knowledge of Human Resource Development legislative frameworks, Skills Development Act. Skills development Regulations and Skills Development Levies Act. National Skills Development Strategy version 2030. South African Qualification Authority Act. Customer relations management. Good Interpersonal relations. Conflict management. Training, Facilitation & Presentation Skills. Report writing skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Compile the development of the Departmental Workplace Skills Plan. Compile Annual Human Resource Implementation Plan and Monitoring Evaluation Reports. Conduct Induction Programme. Facilitate the implementation of the Internship and Learnership Programmes. Compile the quarterly and annual monitoring reports and expenditure reports. Supervise allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/253</u></b>	:	<b><u>ADMIN OFFICER (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 per annum (Level 07)
	:	Office Chief Director: Strategy & Systems (Bhisho) Ref No: DPWI 112/05/2024
	:	Office Chief Director: EPWP (Bhisho) Ref No: DPWI 113/05/2024
	:	Office of District Director (Chris Hani) Ref No: DPWI 114/05/2024
	:	Office of Director Infrastructure Research Planning & Systems (Bhisho) Ref No: DPWI 115/05/2024
	:	Office of Director Portfolio Programme & Project Management (Bhisho) Ref No: DPWI 116/05/2024
	:	Office Director: Property Investment & Development (Bhisho) Ref No: DPWI 117/05/2024
	:	Office Director: Property Portfolio & Programme Planning (Bhisho) Ref No: DPWI 118/05/2024
	:	Office Director: Executive Support Services (Bhisho) Ref No: DPWI 119/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Office Management/Human Resource Management/Management Assistant/Administrative Management with 1-2 years' relevant experience. A valid driver's licence. Knowledge and Skills: The incumbent must possess knowledge Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations and other applicable legislation in the Public Service. The incumbent must possess strong knowledge of procurement capabilities within the area of responsibility. The following skills are critical for the incumbent of this post: coordination skills, communication skills, planning and organizing skills, computer literate (Excel, Word, PowerPoint), problem solving, interpersonal, liaising skills, ability to work in multi-disciplinary teams, innovative skills, willingness to work under pressure in a fast-paced environment. A suitable incumbent must possess the following values: high level of confidentiality and ethical standard, integrity, team oriented, energetic and self-driven confidence, influencing skills.
<b><u>DUTIES</u></b>	:	Render secretarial and receptionist support service. Render administrative support services. Provide support services to manager regarding meetings. Provide administrative support on budget/ expenditure trends of the Directorates/Sub-Directorates. Provide advisory services on matters related to management function and institutional governance matters. Taking and typing of minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. Provide assistance in the technical formatting of submissions for the Chief Director/Director/District Director. Develop and maintain an efficient filing system within the Office. Ensure that travel arrangements are well coordinated, prioritize issues in the diary of Chief Director/Director/District Director. Procure office supply for the Office i.e. groceries, stationery, printing supplies etc. Provide logistical support (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). Support Chief Director/Director/District Director with the administration of his/her budget as well prepare his/her S&T claims. Follow up on payment of Invoices. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: remain up to date with regard to the prescripts/policies and procedures

		applicable to his/her work terrain to ensure efficient and effective support to the Chief Director/Director/District Director; remains abreast with the procedures and processes that apply in the office of the manager. Assist in the maintenance of leave register for the office and manage staff leave reconciliations.
<b><u>ENQUIRIES</u></b>	:	be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
	:	Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/254</u></b>	:	<b><u>PORTFOLIO OFFICER: LAND &amp; PROPERTY DEVELOPMENT: PROPERTY MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 per annum (Level 07)
	:	Mthatha Ref No: DPWI 120/05/2024
	:	Mount Ayliff Ref No: DPWI 121/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF level 6 as in B in Urban/Town and Regional Planning/Real Estate/Property Management with 1-2 years' relevant experience. A valid driver's license. Knowledge and Skills: Departmental service delivery principles, PSR, PFMA, PSA, SCM prescripts, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Occupational Health & Safety, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness, develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds.
<b><u>DUTIES</u></b>	:	Administer acquisition of immovable assets, Request acquisition, identify immovable assets for acquisition, Present disposal application for recommendation by the Provincial State Disposal Committee, facilitate registration of properties and safekeeping of registration documents, Engage with municipalities, Land owners, Land Claim Office and Deeds for acquisition. Administer disposal of immovable assets, identify immovable asset for disposal, Present disposal application for recommendation by the Provincial State Disposal Committee, Facilitate registration of properties and safekeeping of registration documents, Engage with municipalities, Land owners, Land Claim Office and Deeds for disposal. Consolidate projects on state owned properties, Obtain list of unsurveyed properties, Prepare a request for the appointment of a Land surveyor, Obtain approved SG diagrams, Facilitate updating of immovable asset register and initiate vesting process.
<b><u>ENQUIRIES</u></b>	:	Mr V. Sokhahleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Mount Ayliff post: contact Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/255</u></b>	:	<b><u>PORTFOLIO OFFICER: PROPERTY HOLDINGS (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 per annum (Level 07)
	:	East London Ref No: DPWI 122/05/2024
	:	Queenstown Ref No: DPWI 123/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF level 6 in Property Management/Real Estate with 1-2 years' experience relevant experience in property management. A valid driver's licence. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA, SCM Prescripts, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Provincial Growth and Development Plan for the Eastern Cape, all other HR related public sector legislation and procedures, Batho Pele Principles, Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Project Management, Conflict Resolution / Problem Solving.
<b><u>DUTIES</u></b>	:	Request acquisition. Identify immovable assets for acquisition. Present disposal application for recommendation by the Provincial State Disposal



		Committee. Facilitate registration of properties and safekeeping of registration documents. Engage with municipalities, Land owners, Land Claim Office and Deeds for acquisition. Identify immovable asset for disposal. Present disposal application for recommendation by the Provincial State Disposal Committee. Facilitate registration of properties and safekeeping of registration documents. Engage with municipalities, Land owners, Land Claim Office and Deeds for disposal. Obtain list of un-surveyed properties. Prepare a request for the appointment of a Land surveyor. Obtain approved SG diagrams. Facilitate updating of immovable asset register and initiate vesting process.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms L. Magama/Ms T. Vooi Tel No: (043) 711 5772. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Enquiries: can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/256</u></b>	:	<b><u>PORTFOLIO OFFICER: PROPERTY MANAGEMENT REF NO: DPWI 124/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07) Bhisho National Senior Certificate, National Diploma NQF level 6 in Real Estate/Property Management with 1- 2 years' relevant experience in the property management field. A valid driver's licence. Knowledge and Skills: Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Planning and organising. Leadership. Good interpersonal skills. Decision making skills. Analytical thinking skills. People management skills. Good verbal and written communication skills. Computer literate. High attention to detail Competencies: Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programs and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management.
<b><u>DUTIES</u></b>	:	Provide administrative support service. Assist with Leases. Assist with vacant land and buildings (residential and commercial).
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/257</u></b>	:	<b><u>PORTFOLIO OFFICER: ACQUISITION &amp; DISPOSAL REF NO: DPWI 125/05/2024 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07) Bhisho National Senior Certificate, National Diploma NQF level 6 in Law/ Real Estate with 1-2 years' relevant experience. A valid driver's licence. Knowledge And Skills: Knowledge of property prescripts and procedures Ability to write basic memoranda Understanding the concept of vesting of State Land Must have the ability to read topographical maps, S.G.-diagrams and Aktex-reports Working knowledge of DeedsWeb or WinDeed Working knowledge of the processes of acquisition and disposal Survey and Deeds registration knowledge Document management (filing) and basic office management skills Basic research skills Must be able to work independently and under pressure A sense of accuracy and detail is very important. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<b><u>DUTIES</u></b>	:	Assist with the preparation of disposal and acquisition submissions Assist with the preparation and investigation of survey submissions and other related property applications Conduct enquiries on DeedsWeb or WinDeed Assist with land use investigations and general property research Compile status reports on land issues Manage the filing of documents, including the safe-keeping original Title Deeds and S.G.-diagrams Liaise with relevant stakeholders, including the Office of the State Attorney, the Registrar of Deeds and the Office of the Surveyor-General It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary. Supervise allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/258** : **PORTFOLIO OFFICER: FACILITIES MANAGEMENT REF NO: DPWI 126/05/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Bhisho  
: National Senior Certificate, National Diploma NQF level 6 in property or built environment; with 1-2 years' relevant experience in Prestige Management and/or facilities management; A valid driving licence (Code B/08 or higher).  
Knowledge & Skills: Knowledge of Prestige Management/ Facilities Management, compliance and enablement with specific reference to planning, knowledge in residential accommodation planning; health, safety and environmental legislation; Property information and database management; Budget planning and reporting. Skills in the following: Computer literacy in MS Office (Word, Excel and Outlook,); Planning and organising; Report writing and formulation; Problem solving and analytical thinking; Project Management; Communication (written and verbal).

**DUTIES** : Execute and report on responsibilities required to plan and facilitate the optimal allocation of facilities in the Prestige Portfolio, including: Planning and management of accommodation needs; Planning and management of the allocation of properties to meet service delivery requirements. Assist with conducting of inspection to all Prestige Facilities and prepare reports. Monitor work of service providers and conduct quality control. Monitor outcomes of facility condition assessments to inform decision-making, manage asset life cycle management and improve asset performance. Obtain, provide and maintain information (data, knowledge, wisdom) by applying tools and technologies and/or articulating IT and systems' requirements to inform decision-making, reporting, enhanced operations, business processes and service delivery and to support transparency and integration & collaboration across departments and government spheres. Attend to internal enquiries related to custodian and user responsibilities as well as external enquiries from municipalities, communities or representatives and citizens.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/259** : **MONITORING & EVALUATION OFFICER: EPWP REF NO: DPWI 127/05/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Gqeberha  
: National Senior Certificate, National Diploma NQF Level 6 in Developmental Studies/ Diploma in Monitoring & Evaluation/ Public Management/Public Administration/Social Science/Project Management with 1-2 years' relevant experience in Monitoring and Evaluation. A valid driver's license. Knowledge and Skills: Public Finance Management Act (PFMA) DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

**DUTIES** : Monitor and evaluate the number of Public Bodies reporting on EPWP within the region: Monitor the implementation of IG project lists and other grants projects from the public bodies. Monitor expenditure of Integrated Grants. Ensure Bi -Weekly updating of Project Management Plan for all projects. Monitor project file for completeness. Monitor the number of monthly file completeness report. Monitor and evaluate the 5 Interventions according to Regional Operation plan: Monitor One on One Engagements. Monitor outcomes of the meetings. Monitor Data Capturing Support. Provide data capturing support to Public Bodies on monthly basis. Monitor public bodies performance on monthly basis. Monitor engagements of Technical Support to Public Bodies. Monitor resolutions of Technical Support engagements. Provide support during audit visits. Monitor On site visits/ file verification. Sample

projects to be visited. Conduct file verification, site visits, and prepare reports. Attend Sector /District meetings. Attend sector and district Meetings. Prepare reports for sector and district meetings. Monitor sector and district Resolutions. Consolidate, monitor, and evaluate Project Management Plans for all Public Bodies: Compare Project programmes with project expenditures. Monitor and evaluate areas of underspending. Consolidate and submit PMP. Identify gaps and liaise with EPWP Coordinators. Monitor and evaluate Ministerial Determination elements. Monitor and evaluate reporting on Training. Supervise the allocated resources: Assist in the management the budget of the unit. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.

**ENQUIRIES** : Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)

**POST 21/260** : **INTERNAL AUDITOR: INTERNAL AUDITING REF NO: DPWI 128/05/2024**

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Internal Auditing with 1-2 years' relevant experience in the field of internal auditing and / or auditing. Possession of an Internal Audit Technician (IAT) certificate will be an added advantage. A valid driver's licence. Knowledge & Skills: Knowledge: International Standards for the Professional Practice of Internal Auditing. Reasonable knowledge of the Public Finance Management Act No. 1 of 1999 and Treasury Regulations, the Public Sector Enterprise Risk Management Framework, and other relevant prescripts. Understanding of project management principles., must be willing to travel extensively and work irregular hours, is expected to apply sound and impartial rulings to ensure observance of internal audit guidelines, and proactively apply the principle of confidentiality as espoused in the Code of Ethics. Innovative, good interpersonal and problem-solving skills. Must be computer literate and be able to use audit software. Good oral, and written communication skills. Good organizational and administrative skills. Ability to assist with the supervision and coaching of internal audit interns and learners.

**DUTIES** Planning individual audit assignments. Execute detailed audit procedures, prepare audit working papers, and summarize audit procedures performed. Draft audit reports for review by senior personnel. Conduct ad-hoc and consulting audit assignments as allocated, as well as follow-up audits.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Ms N. Toni Tel No: (040) 602 4140  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpc.gov.za](mailto:e-recruitment-bhisho@ecdpc.gov.za)

**POST 21/261** : **OD PRACTITIONER: PROCESS ENGINEER REF NO: DPWI 129/05/2024**

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF level 6 in Management Services/ Operations Management/Production Management/ Information Systems/ Industrial Engineering/ Business Analysis with 1-2 years' relevant experience in the business process management and productivity improvement environment. A valid driver's licence. Knowledge & Skills: Structured Problem Solving, DPSA Operations Management Framework, Working knowledge of business process modelling tools e.g. Aris, Bizagi, MS Vision Excellent Presentation Skills. Public service legislation/policies/prescripts and procedures. Government policies and planning systems. Public Service Regularity Framework. Research. Interpersonal relations. Communication. Computer literacy. Analysing. Working in a team.

**DUTIES** : Conduct business process modelling relating to existing and future business processes. Develop Standard Operating Procedures (SOP's) for all the business processes. Develop the Service Delivery Improvement Plan (SDIP).

		Develop the Service Delivery Model. Conduct work and method studies. Facilitate training and process improvement workshops.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/262</u></b>	:	<b><u>LOSS CONTROL OFFICER: FRAUD AND LOSS MANAGEMENT REF NO: DPWI 130/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07) Bhisho National Senior Certificate, National Diploma NQF Level 6 in Commerce/Auditing with 1-2 year's relevant experience. A valid driver's licence. Knowledge and Skills: National Treasury Prescripts and Circulars, Provincial Treasury Prescripts and Circulars. SCM Delegations. Policies and Prescripts. Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA).
<b><u>DUTIES</u></b>	:	Receive, record and investigate reported asset losses and irregular, fruitless and wasteful expenditure. Ensure irregular fruitless and wasteful expenditure are updated. Regular prepare and submit progress report on the investigations and the adequacy of evidence gathered to substantiate investigation conclusion. Facilitate the loss control and irregular, fruitless and wasteful expenditure committee sittings. Perform inspections at Districts. Maintain 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.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/263</u></b>	:	<b><u>SCM OFFICER: DEMAND MANAGEMENT REF NO: DPWI 131/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07) Mthatha National Senior Certificate, National Diploma NQF Level 6 in Supply Chain Management/Public Management/Public Administration/Logistics/Cost & Management Accounting with 1-2 years' relevant experience. A valid Driver's license. Knowledge and Skills: National Treasury prescripts and circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures People Management, Report Writing, Computer Literacy, Negotiation, Communication, Information Management, Presentation Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving, KPA'S Render demand management services: Verify correctness and completeness of documents submitted, select service providers on CSD (threshold below R30 000), Verify specifications.
<b><u>DUTIES</u></b>	:	Compile Tender Documents; Check compliance on submitted documents and issue SCMU number, Review tender documents, Place adverts for tenders, maintain tender register and compile monthly reports on bids advertised, Render secretariat duties, receive requests from programs and draft an agenda, inform members for bid specification committee sitting, Review corrections and advertise on relevant media, Attend briefing sessions where applicable and record minutes. Render administrative functions; Open file for each project approved, copy all documents per checklist, Record and submit to Acquisitions, Record requests; Verify supporting documents, Records all request in the incoming register and submit to Acquisitions.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/264</u></b>	:	<b><u>SCM OFFICER: ACQUISITION MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 per annum (Level 07) Bhisho Ref No: DPWI 132/05/2024 East London Ref No: DPWI 133/05/2024

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Supply Chain Management/Logistics/Cost and Management Accounting/Public Management/Public Administration with 1-2 relevant experience. A valid driver's licence Knowledge and Skills: Knowledge of SCM, Acquisition Management processes, PPPFA, BBBEE and other relevant prescripts, knowledge of office procedure and bid administration. Knowledge of CIDB, Public Service Act, 1994. Public Service Regulations 2016. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Public Service Act (PSA). Public Finance Management Act (PFMA). Government policies and planning systems. Government programme of action. Public Service Regularity Framework. Performance management Report writing. Negotiation. Interpersonal relations. Communication. Computer literacy. Analysing.
<b><u>DUTIES</u></b>	:	Execute the bidding / quotation process: Send request for quotation documents to the identified service providers, Receive and open bid / quotation documents, check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations, publish closing registers in relevant publication, Conduct compliance check on documentation and serve as BEC secretariat.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Enquiries: can be directed to Ms. L. Magama / Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/265</u></b>	:	<b><u>SCM OFFICER: LOGISTICS MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 per annum (Level 07) Bhisho Ref No: DPWI 134/05/2024 East London Ref No: DPWI 135/05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Supply Chain Management/Public Management/Public Administration/Logistics/Cost and Management Accounting with 1-2 relevant experience. A valid driver's licence. Knowledge and Skills: PFMA, Treasury Regulations, National Treasury Regulations. Planning and Organising. Good interpersonal relation skills. Presentation skills. Computer Literacy. Problem Solving skills.
<b><u>DUTIES</u></b>	:	Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive requests for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. L. Magama at / Ms T. Vooi Tel No: (043) 711 5843. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Enquiries: can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/266</u></b>	:	<b><u>STATE ACCOUNTANT: PRE-AUDIT REF NO: DPWI 136/05/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 per annum (Level 07) Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma in Internal Auditing/Cost & Management Accounting/Financial Accounting/Taxation/Financial Management with 1-2 years' relevant experience in the field of internal auditing and / or auditing. Possession of an Internal Audit Technician (IAT) certificate will be an added advantage. A valid driver's license. Knowledge and Skills: In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury Regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS, CSD & LOGIS). SCOA. Research. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. People management and

empowerment. Planning and organising. Knowledge management. Problem solving and analysis. Results quality management. Decision making. Service delivery innovation. Change management. Client orientated and customer focused.

**DUTIES** : Render Control, compliance and expenditure pre-audit services. Ensure manual verification of all orders before services are rendered and issue Pre Audit certificate, ensure manual verification of payment vouchers before payment is effected on BAS/Logis/PERSAL. Assist in the development or review of Internal Control Framework and procedure guidelines. Development or review of internal control Framework. Development /review of procedure manual and checklist for Pre Audit. Identification and registration of irregular, unauthorised and fruitless expenditure. Report on irregular, unauthorized and fruitless and wasteful expenditure to the internal control office. Develop and manage audit intervention plan. Promote effective management of Pre Audit. Prepare monthly/quarterly/annual Pre Audit reports. Ensure that Pre Audit budget is managed and variations between projections and expenditure is explained. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Identify and communicate internal control deficiencies. Maintain safekeeping of value documents. Supervise and manage the allocated resources. Ensure sound employment relations, quality control of work delivered by subordinates. Ensure that subordinates are trained and developed to be able to deliver the work of the required standards efficiently and effective through the utilization of inter alia, knowledge management.

**ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/267** : **WORKS INSPECTOR: TECHNICAL SERVICES: GENERAL BUILDINGS**  
**REF NO: DPWI 137/05/2024**

**SALARY** : R255 450 per annum (Level 06)  
**CENTRE** : Mthatha  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Building, with 1-2 years' relevant experience, or N3 and passed trade test in Buildings, Computer literacy and a valid driver's license. Knowledge and Skills: Project Coordination, Technical Design and Analysis Knowledge, Research and development.

**DUTIES** : Render a basic inspection service of work done on minor and existing structures on a project basis. Maintain electronic record system of work done and work that was finalized. Analyze and compile relevant documents for work to be done on minor or existing structures. Oversee work of contractors.

**ENQUIRIES** : can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/268** : **WORKS INSPECTOR: TECHNICAL SERVICES: ELECTRICAL REF NO:**  
**DPWI 138/05/2024**

**SALARY** : R255 450 per annum (Level 06)  
**CENTRE** : Mthatha  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Electrical Engineering with 1- 2 years' experience, or N3 and passed trade test in electrical, and a valid driver's license. Knowledge and Skills: Buildings Regulations Quality Control of all buildings works. Management of people, risk, change and promotion of teamwork. Management. OHS. Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills.

**DUTIES** : Conduct quality control of new works and maintenance projects. Monitor compliance with the National Building Regulations in inspection of properties. Monitor contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Conduct condition assessment on government used facilities. Conduct inspections on DPW used buildings, compile condition assessment report with a view of effecting maintenance. Conduct inspections on client used/leased buildings, compile condition assessment report. Attend meetings and submit reports. Monitor SMMES with respect to quality control. Conduct increased inspections, as required, on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES

		in all the projects. Provide assistance to EPWP in development of SMMEs. Render administrative functions. Filing and proper maintenance of contracts, minutes and reports. Write and submit reports with all relevant information.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/269</u></b>	:	<b><u>WORKS INSPECTOR: TECHNICAL SERVICES: MECHANICAL REF NO: DPWI 139/05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R255 450 per annum (Level 06) Mount Ayliff National Senior Certificate, National Diploma NQF level 6 in Mechanical Engineering (T/N/S Streams) OR N3 and passed trade test in built environment (Mechanical), OR Registration as an Engineering Technician (Mechanical). 1-2 years' relevant experience in Mechanical. A valid driver's license. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people. Risk. Change and promotion of teamwork. OHS Act. Good Verbal, written and communication Skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self-Management.
<b><u>DUTIES</u></b>	:	Conduct Inspections or maintenance on work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timely development of reports on problems emanating from projects. Gather and submit information in terms of the expanded public works programme (EPW). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/270</u></b>	:	<b><u>ADMIN CLERK: MAINTENANCE (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 per annum (Level 05) Grahamstown Depot Ref No: DPWI 140/ 05/2024 Lusikisiki Depot Ref No: DPWI 141/ 05/2024 PSJ Depot Ref No: DPWI 142/ 05/2024 Steynsburg Depot Ref No: DPWI 143/ 05/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no experience required. Experience in Office Administration will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Assist in rendering administrative support to the Depot, assist in collating and compilation of depot reports, and ensure the effective flow of information and documents. Assist with the leave management of the Depot to assist the district. Liaise with District for procurement processes. Ensure safe keeping of all documentation in the office of the Depot.
<b><u>ENQUIRIES</u></b>	:	Lusikisiki/PSJ: Enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Grahamstown: Enquiries: contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Steynsburg: Enquiries: can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>

<b><u>POST 21/271</u></b>	:	<b><u>ADMIN CLERK: RISK, ANTI-CORRUPTION &amp; INTERGRITY MANAGEMENT REF NO: DPWI 144/ 05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 per annum (Level 05) Bhisho Grade 12 Certificate with no experience required. Experience in Risk Management and Integrity management and a valid driver's licence will serve as an added advantage. Knowledge & Skills: Batho Pele Principles. Public Service Regulations Act. PFMA Communication skills, Computer skills, Presentation skills, Coordination skills, Facilitation Skills, Analytical thinking skill, Liaising skills, Report writing skills, Conflict management skills and Innovative skills.
<b><u>DUTIES</u></b>	:	Coordinate the administration duties relating Risk Anti-Corruption and Integrity Management, performing administrative support during Risk Management sessions, capturing information, procurement of services for risk management core staff, assist in the coordination of governance committee meetings. Taking minutes during meetings. Assist in the monitoring of budget of the unit. Assist with performance reporting of the component. Assist on financial disclosure process. Filing of cases and supporting documentation. Making follow up on all Risk Assessment and assist in reminding stakeholders. Assist with the tracking of Risk, Anti – Corruption and Integrity Management performance against the implementation plans.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/272</u></b>	:	<b><u>ADMIN CLERK: LABOUR RELATIONS: CORPORATE SERVICES REF NO: DPWI 145/ 05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 per annum (Level 05) Mthatha A grade 12 certificate or NQF Level 4 with no experience. Experience in Administration will be an added advantage. Knowledge & Skills: Administrative processes in Labour Relations, computer literacy, good communication (verbal and written) and report writing skills, interpersonal relationship.
<b><u>DUTIES</u></b>	:	Provide administrative support services, Draft routine correspondence and track records submitted for processing, Write memorandums and compile monthly reports, Handle routine procurement matters, Ensure safe keeping of all records.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/273</u></b>	:	<b><u>ADMIN CLERK: COMMUNITY DEVELOPMENT: EPWP REF NO: DPWI 146/ 05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 per annum (Level 05) Mthatha A grade 12 certificate or NQF Level 4 with no experience. Experience in Administration will be an added advantage. Knowledge & Skills: Administrative processes in EPWP, computer literacy, good communication (verbal and written) and report writing skills, interpersonal relationship.
<b><u>DUTIES</u></b>	:	Provide administrative support services. Draft routine correspondence and track records submitted for processing. Arrange stakeholder engagement meetings with public bodies. Check EPWP compliance on projects. Handle routine procurements matters. Ensure safe keeping of all records. The candidate will also be required to provide Social Facilitation support.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/274</u></b>	:	<b><u>ADMIN CLERK: MONITORING &amp; EVALUATION: EPWP REF NO: DPWI 147/ 05/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 per annum (Level 05) Mthatha A grade 12 certificate or NQF Level 4 with no experience. Experience in Administration will be an added advantage. Knowledge and Skills: Public Finance Management Act (PFMA) DORA, PEPs, Public Service Regulations,



BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

**DUTIES** : Assist in evaluating the number of Public Bodies reporting on EPWP within the region: Assist in the implementation of IG project lists and other grants projects from the public bodies. Assist in expenditure of Integrated Grants. Ensure Bi - Weekly updating of Project Management Plan for all projects. Prepare project file for completeness. Monitor the number of monthly file completeness report. Prepare reports for sector and district meetings. Monitor sector and district Resolutions. Consolidate, monitor, and evaluate Project Management Plans for all Public Bodies: Compare Project programmes with project expenditures. Assist in areas of underspending. Consolidate and submit PMP. Identify gaps and liaise with EPWP Coordinators. 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.

**ENQUIRIES** : can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/275** : **ADMIN CLERK: DISTRICT COORDINATION: EPWP REF NO: DPWI 148/05/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Gqeberha  
: Grade 12 or NQF Level 4. No experience required. Knowledge: Public Finance Management Act (PFMA); Prescripts; DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. EPWP phase 3 guidelines National Development Plan. Ministerial Determination. Constitution of the Republic of South Africa, Act No.108 of 1996. Occupational Health and Safety Act. Computer literacy skills. Diagnostic skills. Analytical skills. Problem solving skills. Policy development skills.

**DUTIES** : Office Support-Organize venue for meetings, and bookings. Attend to incoming and outgoing correspondence. Writing of minutes. Liaise with Public bodies regarding general administrative-related issues. Provide support to the secretariat for the functional steering committees in accordance with EPWP norms & standards. Facilitate the Data capturing of DPW&I and Public Bodies in the EPWPRS -Liaise and engage with Municipalities and Public Bodies within the Sarah Baartman Region and Nelson Mandela Region. Verify information for accuracy, compliance, and completeness. Execute the filling system for the unit. Conduct monthly monitoring of information captured versus information in the system. Implementation of Performance Information-Conduct site verification visits to check compliance with EPWP guidelines and information captured in the EPWP RS. Collections of Attendance and Payment Registersid Copies, Employment Contracts of Participants. Conduct file verification of DPWI Projects. Check compliance of information and create a compliance template for each project. Create individual files for each EPWP Project. Procurement Service to EPWP Directorate- Facilitate Shifting of funds and monitor Budget to prevent under- and overspending. Execution of procurement system for accommodation, venues, stationery, process fuel claims, and other goods and services for the programme. Control of procurement process to ensure that all documentation and signatures are correct. Control and ensure that Incurred Expenditure is kept up to date.

**ENQUIRIES** : contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/276** : **DATA CAPTURER: INNOVATION & EMPOWERMENT: EPWP REF NO: DPWI 149/ 05/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Aliwal North  
: Grade 12 Or NQF Level 4 with no experience required. Knowledge & Skills: Basic knowledge of administration processes. Communication skills,

		Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain EPWP database. Retrieve information required.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms. H. Galeni/ Mr. M. Tshwaku at (087) 362 9971 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/277</u></b>	:	<b><u>HR CLERK: RECRUITMENT: CORPORATE SERVICES REF NO: DPWI 150/05/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Queenstown
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no experience required. Experience in Human Resource Provisioning will serve as an added advantage.
<b><u>DUTIES</u></b>	:	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. Process personnel utilization through transfers, translations in rank, promotions and secondments.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/278</u></b>	:	<b><u>CALL CENTRE AGENT: CUSTOMER BUSINESS MANAGEMENT REF NO: DPWI 151/ 05/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no experience. Experience in a call centre/customer care services environment will be an added advantage. Knowledge and Skills: Departmental service delivery principles. PSR, PFMA, PSA. Policies and Procedures. Government Program. Procurement directives. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Motivational. Conflict Resolution / Problem Solving Competencies: Excellent Communication Skills. Be able to handle pressure. Efficiency, accuracy and speed are highly sought-after qualities. Problem-solving abilities. With the ability to multitask. Being a team player is important. Empathy. Resilience. Knowledge retention and recall. Positive and have a desire to satisfy.
<b><u>DUTIES</u></b>	:	Assumes responsibility for providing effective inbound and outbound services. Logging of calls on the DPW&I system. Assumes responsibility for establishing and maintaining professional working relationships with customers, vendors, and outside contacts. Assumes responsibility for establishing and maintaining effective working relationships with area staff, other departments, and management. Assumes responsibility for all aspects regarding incoming calls. Assumes responsibility for related duties as required or assigned.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Bisho to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 21/279</u></b>	:	<b><u>REGISTRY CLERK: OFFICE SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	East London Ref No: DPWI 152/ 05/2024 Mthatha Ref No: DPWI 153/ 05/2024
<b><u>REQUIREMENTS</u></b>	:	A grade 12 certificate or NQF Level 4 with no experience. Experience in Administration will be an added advantage. Knowledge and Skills: Monitoring

and evaluation. Government policies and planning systems. Government Programme of action. Public Service Regularity Framework. Presidency policies and procedures. Information management. Performance management. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Analysing. Conflict management. Presentation. Working in a team. Driving.

**DUTIES** : Safe keeping of records. Opening and closing of HR files. Filing of correspondence. Number of folios. Circulate correspondence. Record documents for circulation. Maintain file index (NMIR). Open files according to file index. Regular checking files in terms of file index. Control movement of files. Issue to relevant HR staff. Diarise return of files.

**ENQUIRIES** : Can be directed to Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
Enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Y Tel No: (047) 505 2767. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/280** : **REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: DPWI 154/ 05/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Gqeberha  
: Grade 12 or equivalent qualification. No Experience required. Experience in Records Management will serve as an added advantage Knowledge & Skills: National Archives guide and Record Service, Basic Conditions of Employment Act. Batho Pele Principles. Department Policy occupational health and safety. Public Finance management act. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Skills: Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.

**DUTIES** : Safe keeping of records; Opening and closing of HR files; Filing of correspondence; Number of folios. Circulate correspondence. Record documents for circulation. Maintain file index (NMIR). Open files according to file index; Regular checking files in terms of file index. Control movement of files: Issue to relevant HR staff; Diarize return of files.

**ENQUIRIES** : can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer at (041) 390 9032  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/281** : **SCM CLERK: ASSET MANAGEMENT REF NO: DPWI 155/ 05/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Queenstown  
: National Senior Certificate or NQF Level 4, No experience required.

**DUTIES** : Render demand and acquisition clerical support, Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required, render logistical support services, Place orders for goods, Receive and verify goods from suppliers. Update and maintain register of suppliers. Render asset management clerical support. Compile and maintain records (e.g. asset records/databases), Verify asset register.

**ENQUIRIES** : Can be directed to Ms. N. Ndawo/Ms S. Nenene at (045) 807 6600 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 21/282** : **MESSANGER DRIVER – LOGISTICS & ASSET MANAGEMENT REF NO: DPWI 156/ 05/2024**

**SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)  
: Queenstown  
: Grade 10 with seven to twelve months' experience in Driver/Messenger services. Valid Code 10 driver's licence and valid PDP.

**DUTIES** : Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Transport goods and service. Load and dispatch items. Transport officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights,

windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report/ routine inspection on visible defects around exterior of the vehicle. Monitor the utilization of vehicles in the absence of Transport Clerk. Attend to special requests. Recording of operations of the vehicles. The periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles. Render clerical support services in the office: Copy and fax documents. Render messenger services: Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort and distribute mail and documents from the various Departments/ components. Collect and deliver urgent documentation for priority distribution. Distribute internal, departmental and national circulars. Prepare packages/parcels for dispatch by the courier or postal service. Record and sign off the register for correspondence delivered and collected. Willingness to work extra hours.

**ENQUIRIES** : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

**POST 21/283** : **DRIVER HEAVY DUTY: MAINTENANCE (X2 POSTS)**

**SALARY** : R155 148 per annum (Level 03)  
**CENTRE** : Mount Frere Depot Ref No: DPWI 157/ 05/2024  
Lusikisiki Depot Ref No: DPWI 158/ 05/2024

**REQUIREMENTS** : Abet Level 4 or Grade 10. Grade 12 is an added advantage. Code10/ Code 14/EC drivers' license with valid PDP drivers permit. 2 years' experience in heavy duty vehicle. Knowledge & Skills: Basic knowledge of the legislative framework and processes related to handling of vehicles in government Ability to handle conflict. Must be prepared to engage in intensive labour practices. Ability to work under pressure. Ability to work independently an in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of Labour Relations processes. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Knowledge of the Batho Pele Principals. Applicant should be prepared to undergo drivers testing and medical surveillance as an inherent job requirement.

**DUTIES** : Execute all authorized transportation trips of staff, records, goods/material to relevant destinations. Check the level and condition of fuel, water, oil and tires every time before driving a vehicle. Complete the vehicle inspection form after checking vehicle for any problems (e.g. dents and scratches) and report dents and scratches on vehicles. Report and complete the accident report when involved in a motor vehicle accident immediately. Report minor and major defects on the vehicle to supervisor. Responsible for safekeeping of vehicle keys, while vehicles are in use. Responsible for spare wheel, jack and all other tools in vehicle. Ensure that the vehicle is clean and in a good condition before handing back the keys at the end of the shift. Report low fuel level to Despatcher at the end of your trip. Comply with the Occupational Health and Safety Act prescripts and procedures at all times. Complete vehicle log book as prescribed by legislations. Attend to enquiries in a professional manner and give guidance and advice. Promote the safekeeping of the vehicles from damages. Comply and implement the allocated duties to yourself to execute by your supervisor/manager. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to timelines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (PMDS).

**ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)  
can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpcw.gov.za](mailto:e-recruitment-bhisho@ecdpcw.gov.za)

**POST 21/284** : **MESSENGER: OFFICE SERVICES REF NO: DPWI 159/05/2024**

**SALARY** : R131 265 per annum (Level 02)  
**CENTRE** : Gqeberha

**REQUIREMENTS** : Grade 10. Valid driver's license with seven to ten months driving experience. Knowledge: Public Service Regulations, Problem solving skills, Communication skills (written and verbal), interpersonal relations, planning and

- execution, time management, reliability, high level of confidentiality, teamwork and driving skills. Computer Skills.
- DUTIES** : Render effective messenger services Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort, and distribute mail and documents from the various institutional components. Collect and deliver documentation and related items in the department or other departments. Keep register of documentation received and delivered. Distribute internal, departmental, and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed for parcels, mail, correspondence, and circulars that are delivered. Prepare packages/parcels for dispatch by the courier or postal service. Copy, shredding and binding of documents. Perform or assist with any other duties assigned within the registry.
- ENQUIRIES** : contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)
- POST 21/285** : **GROUNDSMAN: FACILITY AND OPERATIONS MANAGEMENT REF NO: DPWI 160/05/2024**
- SALARY** : R131 265.per annum (Level 02)  
**CENTRE** : Queenstown  
**REQUIREMENTS** : A minimum of Grade 10 or ABET L1-3 with no experience. Knowledge and Skills: Ability communicate effectively (verbal). Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment.
- DUTIES** : Ability to operate cleaning machines. Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds irrigating and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Safeguard the tools that are allocated to you.
- ENQUIRIES** : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be hand delivered or posted to Head Office OR apply online at <https://jobs.gauteng.gov.za/>.
- : Head Office [HO]: Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg, 2001.
- CLOSING DATE** : 01 July 2024
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required on hand delivered, posted and online applications. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

**MANAGEMENT ECHELON**

- POST 21/286** : **CHIEF DIRECTOR: COORDINATION OF CURRICULUM AND IMPLEMENTATION REF NO: REFS/020568**  
Branch: Curriculum Management & Delivery  
(5 Years Fixed Term Contract Performance Based)  
Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 436 022 per annum, (an all-inclusive package)  
: Head Office, Johannesburg  
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education

		management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Provide strategic leadership for the planning, target setting, resource allocation and budget allocation for the implementation of training and development programmes of educators and Grade R practitioners; the implementation of curriculum policy in the Foundation, Intermediate, Senior and FET Phases; the management, monitoring and evaluation of curriculum delivery; and Schools of Specialisation. Oversee the management and coordination of all interventions specific to the capacitation of educators, improved learner performance in the GET and FET Bands, and the establishment and support of Schools of Specialisation. Oversee special projects and partnerships which support curriculum delivery and learner performance in the GET and FET Bands and Schools of Specialisation. Oversee provision and sharing of analytical and impact reports on the implementation of the curriculum policy, interventions and projects with internal and external stakeholders. Engage with internal and external stakeholders to ensure the curriculum policy, interventions and projects the effective implementation of curriculum policy, interventions, projects and partnerships. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance.
<b><u>ENQUIRIES</u></b>	:	Ms Tlaleng Ngubeni Tel No: (011) 843 6544
<b><u>POST 21/287</u></b>	:	<b><u>CHIEF DIRECTOR: SCHOOL MANAGEMENT REF NO: REFS/020579</u></b> Branch: Curriculum Management & Delivery (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 436 022 per annum, (an all-inclusive package) Head Office, Johannesburg An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation, and creativity. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Oversee and manage the coordination of the establishment & effective functioning of governance and management structures in inclusion and special schools. Oversee and manage the development of policy for inclusive education and training system. Oversee and coordinate the development and implementation of education psychology and therapy services. Oversee and manage the coordination of registration & de- registration processes & procedures for Independent Schools and Home Education. Oversee and manage establishment, maintenance and ensure governance and good working relationship with stakeholders. Oversee and manage the coordination of the provision of Early Childhood Development programmes. Oversee and manage the development and coordination of ECD policy frameworks. Oversee and manage the development and implementation of ECD curriculum programmes. Oversee and facilitate the incorporation of Grade R to school and centres. Oversee and facilitate the Pre-grade R programmes. Oversee and manage the coordination of the provision of library and LTSM support services to districts. Oversee and Manage GDE Library and information services. Oversee and manage the provision of effective management of learning, Teaching and support materials. Oversee and promote the provision of public

ordinary schools. Oversee and manage the school administration services. Oversee and manage the learner and learner admission services. Oversee and coordinate the development of school readiness programmes. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance.

- ENQUIRIES** : Ms Tlaleng Ngubeni Tel No: (011) 843 6544
- POST 21/288** : **DISTRICT DIRECTOR: TSHWANE SOUTH REF NO: REFS/020572**  
Chief Directorate: District Operations Management (Tshwane Region)  
(5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (an all-inclusive package)  
Tshwane South District  
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.
- ENQUIRIES** : Ms Winny Radzilani Tel No: (011) 843 6540
- POST 21/289** : **DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT REF NO: REFS/020580**  
Chief Directorate: Physical Resources Planning and Property Management
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (an all-inclusive package)  
: Head Office, Johannesburg  
: An appropriate NQF level 7 (Degree in the Built Environment) qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the infrastructure policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Develop and manage strategies, policies, systems, norms/standards and plans related to infrastructure, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s),



Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analysis. Finalise infrastructure planning documents. Direct property management. Manage operations as it pertains to leases, acquiring of land and rates & taxes. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Manage staff and finances.

**ENQUIRIES** : Ms Winny Radzilani Tel No: (011) 843 6540

## **DEPARTMENT OF HEALTH**

### **OTHER POSTS**

**POST 21/290** : **MEDICAL SPECIALIST GRADE 1 (ANAESTHETIC) REF NO: JUB 07/2024**  
Directorate: Medical Services

**SALARY** : R1 271 901 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : A degree (MBChB) FCS (SA) or equivalent, Registration with HPCSA as Medical Specialist in Anaesthetic. Current registration with HPCSA. Appropriate experience as a specialist. Ability to supervise a unit and work in a multidisciplinary team. Knowledge of Public Service and Health Legislation, Policies, procedures and Medical Ethics. Management experience will be an added advantage. Computer Literacy (Ms Word, MS Excel, PowerPoint). Ability to conduct and prepare training and presentations. Good communication and interpersonal Skills. Demonstrate an understanding of Human Resource Management and disciplinary procedures. Team Building and problem – solving skills. Strong leadership skills.

**DUTIES** : The successful candidate will provide administrative and clinical duties at a specialist level. Management of Anaesthesia department and ICU/High care unit at Jubilee District Hospital conducting ward rounds and consultation to other disciplines, supervision, and participation in postgraduate and undergraduate training. Participate in the academic programs of the departments. Participate in CPD programme, Mortality and Morbidity Pharmacy and Therapeutics Committee and other committees in the hospital, Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Anaesthetic services in the hospital. Participating in academic and clinical care coordination activities in the hospital cluster and/or the Tshwane district.

**ENQUIRIES** : Dr. Mokwena MJ Tel No: (012) 717 9361  
**APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 05 July 2024, Time: 15:00

**POST 21/291** : **MEDICAL OFFICER REF NO: REFS/020650 (X2 POSTS)**  
Directorate: Obstetrics and Gynaecology

**SALARY** : R949 146 per annum, (all-inclusive package)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : MBChB or equivalent qualification. A valid registration with the HPCSA as an Independent Medical Practitioner.

**DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the obstetrics

		department. Participation in the department academic program and research activities.
<b><u>ENQUIRIES</u></b>	:	Prof L.C Snyman Tel No: (012) 373 1002
<b><u>APPLICATIONS</u></b>	:	must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<b><u>NOTE</u></b>	:	Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
<b><u>CLOSING DATE</u></b>	:	01 July 2024
<b><u>POST 21/292</u></b>	:	<b><u>MEDICAL OFFICER REF NO: REFS/020651 (X2 POSTS)</u></b> Directorate: Paediatrics
<b><u>SALARY</u></b>	:	R949 146 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent. A valid registration with the HPCSA as an Independent Medical Practitioner.
<b><u>DUTIES</u></b>	:	Service rendering in the Paediatric Department. Administrative tasks related to Clinical Services. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.
<b><u>ENQUIRIES</u></b>	:	Prof: T. Avenant Tel No: (012) 373 1009
<b><u>APPLICATIONS</u></b>	:	must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<b><u>NOTE</u></b>	:	Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
<b><u>CLOSING DATE</u></b>	:	01 July 2024

**POST 21/293** : **PN-B3 OPERATIONAL MANAGER NURSING SPECIALTY REF NO: REFS/020652**  
 Directorate: Nursing Services: Orthopaedics

**SALARY** : R656 964 per annum, (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year accredited with SANC in Orthopaedic Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in Orthopaedic Nursing Science. Current (2024) SANC receipt. Diploma in Nursing Administration /Management will be an added advantage. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act. OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Display a concern for patients by promoting, advocating, facilitating proper treatment /care and ensuring that the unit adheres to the principles of Batho-Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard.

**ENQUIRIES** : Ms. K.A Kelembe Tel No: (012) 318 6622  
**APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

**CLOSING DATE** : 01 July 2024

<b><u>POST 21/294</u></b>	:	<b><u>PNB 1- 2 PROFESSIONAL NURSE SPECIALTY REF NO: REFS/020653 (X6 POSTS)</u></b> Directorate: Nursing Services Departments: Theatre
<b><u>SALARY</u></b>	:	R451 533 - R530 376 per annum, (plus benefits), Grading According to OSD policy.
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year in the specialized area mentioned above. Current (2024) SANC receipt. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. (Ability to work independently and to take decision in the specialized area. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, Ideal Hospital Assessment Framework and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Participate in training and research. Provision of support on nursing services. Perform a clinical nursing practice in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard.
<b><u>ENQUIRIES</u></b>	:	Ms. K.A Kelemebe, Tel No: (012) 318 6634
<b><u>APPLICATIONS</u></b>	:	must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<b><u>NOTE</u></b>	:	Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
<b><u>CLOSING DATE</u></b>	:	01 July 2024

**POST 21/295** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: REFS/020649**  
Directorate: Radiography

**SALARY** : R376 524 per annum, (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 with a recognised National Diploma or Degree in Diagnostic Radiography, or any qualification that allows registration with the HPCSA as a Diagnostic Radiographer. Must have completed community service as a diagnostic radiographer (where applicable). No experience required after registration with the HPCSA as an Independent Diagnostic Radiographer. In respect to foreign radiographers, one-year relevant experience after registration with HPCSA must be completed. Computer skills, excellent time management skills, written and verbal communication skills and report writing skills. Honesty, integrity and high work ethics. Good interpersonal skills and conflict resolution skills. Knowledge of Batho Pele Principles, Six Ministerial Priorities, Patients' rights Charter and radiographer's scope of practice in terms of the HPCSA. Knowledge of SAHPRA Quality Control programs. Knowledge of Public Service legislation, policies and Guidelines.

**DUTIES** : Produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Provide diagnostic radiographic services which comprise: General Radiography, Fluoroscopic, CT scanner, Mobile, Theatre work, MRI scanning and mammography. Deliver Radiology images of high diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hour shifts). Participate in departmental quality assurance programmes. Participate in different departmental committees e.g. OHS, IPC, facility management, stock control, etc. Participate and facilitate in CPD as required by HPCSA.

**ENQUIRIES** : Mr. M.E. Tlhomola Tel No: (012) 318 6658  
**APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

**CLOSING DATE** : 01 July 2024

**POST 21/296** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: REFS/020648**  
Directorate: Occupational Therapy

**SALARY** : R376 524 per annum, (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 with Degree in Occupational Therapy. Currently registered as an independent Occupational Therapy Practitioner with HPCSA. Post Community Services Occupational Therapist registered with HPCSA. Ability to work within a multidisciplinary team. Ability to handle a large caseload. Ability to work under pressure. The candidate must have good understanding of quality assurance audits tools and the implementation thereof.

**DUTIES** : Comply with standard and ethical requirements as set out by the HPCSA. Rendering Occupational Therapy rehabilitation and therapeutic services. Assessment and treatment of in and outpatient in Paeds and adult subsections

(physical rehabilitation). Contribute to the development of and implementation of programmes in the different subsections. The candidate will be required to implement ECI screening and treatment. Ensure services delivery and training for all levels of care in line with Occupational Therapy Standards. Assess and issue appropriate assistive device for patients and complete relevant documentation. Supervision of students and community service therapist. Perform allocated administration duties. Communicate with relevant stakeholders. Referral of clients to the next level of care. Develop objectives and action plans for own area of work. Co-Ordination of services in the subsection. Adhere to prescribed cost control and costing systems.

**ENQUIRIES**  
**APPLICATIONS**

: Ms F Latib Tel No: (012) 318 6702  
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE**

: Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

**CLOSING DATE**

: 01 July 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF SOCIAL DEVELOPMENT**

*Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer.  
Designed race groups, females and People with disabilities are encouraged to apply.*

**APPLICATIONS**

: Applications should be addressed to various institution as per the applicant's need, for **Head Office**: Applications should be directed to Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building. Ground Floor, Office no 30  
**Polokwane Welfare Complex**: Applications should be directed Head of Institution, Private Bag X 9713, Polokwane, 0700 or hand delivered at Plot 303 Strekloop, Polokwane.  
**Capricorn/Sekutupu Old Age Home**: The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg, Polowane, 0699.  
**Sekhukhune**: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building, Lebowakgomo.  
**Vhembe/Thohoyandou CYCC**: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.  
**Waterberg**: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.  
**Mopani/Irish House**: The District Director, Private Bag X 9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

**CLOSING DATE**

: 05 July 2024 @16h00.

**NOTE**

: Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on or before the day of the interview. Z83 forms is obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The recommended candidate will be subjected to security clearance procedures. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts (applicable to salary level 9 and employees within Supply Chain Management and Finance Units). Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of this post will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Faxed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will results in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Due to austerity

measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

#### OTHER POSTS

**POST 21/297** : **MANAGER SOCIAL WORK POLICY: CHILD-CARE & PROTECTION REF NO: DSD/2024/12 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R920 082 per annum (Level: SW-B3), all-inclusive remuneration package  
: Head Office: Polokwane  
: Qualifications and Competencies: A Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions [SACSSP] of which five (05) years should be appropriate experience in Social Work Policy Development. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capacity and Leadership, programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge of Children's Act 38 Of 2005, White Paper for Social Welfare Services and Social Service Professions Act, Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA).

**DUTIES** : Develop and ensure the implementation of policies, strategic plan and operational plan. Facilitate implementation of the Children's Act 38 of 2005. Facilitate compliance to child protection services norms and standards. Manage and coordinate provision of Child Protection Services. Manage and implement the Child Protection Register Facilitate capacity building of officials and stakeholders on child protection services. Facilitate development of Child and Youth Care Centre policies. Manage registration of Child and Youth Care Centres. Facilitate development and implementation of programmes in Child and Youth Care Centres. Facilitate compliance of Child and Youth Care Centres to norms and standards. Facilitate and manage intersectoral collaboration with key stakeholders. Facilitate monitoring of child protection services and Child and Youth Care Centres. and coordination for provision of child protection services. Manage financial, administrative and related functions.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/298** : **MANAGER SOCIAL WORK POLICY: SOCIAL CRIME PREVENTION REF NO: DSD/2024/13 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R920 082 per annum (Level SW-B3), all-inclusive remuneration package  
: Head Office: Polokwane  
: Qualifications and Competencies: A Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions [SACSSP] of which five (05) years should be appropriate experience in Social Work Policy Development. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capacity and Leadership, programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge of Child Justice Act 75 Of 2008, Probation Services Act 116 of 1991, White Paper for Social Welfare Services and Social Service Professions Act, Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA).

**DUTIES** : Ensure the implementation of the operational, procedural guidelines and protocols for the implementation of all Social Crime Prevention and Probation Services policies, strategies, programmes and minimum standards. Facilitate implementation of the Child Justice Act No 75 of 2008 and Probation Services



Act No 116 of 1991. Facilitate compliance to Blueprint on Secure Care Centers. Ensure that all diversion committees (Site Verification, Quality Assurance and Accreditation) are established and functions in accordance with the legislative mandates. Oversee the implementation of Social Crime Prevention Systems (PCM, CYCA, ADS) Facilitate capacity building of officials and stakeholders on probation and diversion services. Facilitate development of Secure Care Centre policies. Manage registration of Secure Care Centres. Facilitate development and implementation of programmes in Secure Care Centers and Diversion programmes. Facilitate and manage intersectoral collaboration with key stakeholders in the Justice Crime Prevention and Security Cluster (JCPS). Initiate and participate in all Social Crime Prevention and Probation promotion to ensure consistent communication of relevant, accurate and comprehensive information on the programme. Participate in and monitor capacity building of service providers in Social Crime Prevention and Probation programme empowerment. Ensure that all social service providers adhere to relevant International, Regional and National instruments, Policies and Legislation pertaining to children and youth in conflict with the law and at risk. Manage financial, administrative and related functions.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/299** : **SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES (X2 POSTS)**

**SALARY CENTRE** : R920 082 per annum (Level: SW-A10), all-inclusive remuneration package  
: Waterberg District Ref No: DSD/2024/14 (X1 Post)  
: Sekhukhune District Ref No: DSD/2024/15 (X1 Post)

**REQUIREMENTS** : Qualifications and Competencies: A Bachelor's Degree in Social Work or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions [SACSSP]. Current registration with the South African Council for Social Service Professions [SACSSP]. A valid driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capacity and Leadership, programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour 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, organisations and communities to enhance their social functioning and their problem solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. The 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.

**DUTIES** : Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage of a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation 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 work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/300** : **MANAGER COMMUNITY DEVELOPMENT POLICY: YOUTH & WOMEN DEVELOPMENT SERVICES REF NO: DSD/2024/16 (X1 POST)**

**SALARY** : R920 082 per annum (Level: CD-B4), all-inclusive remuneration package  
**CENTRE** : Polokwane  
**REQUIREMENTS** : Qualifications and Competencies: A Bachelor's Degree in Development Studies/Social Science or equivalent qualification as recognized by SAQA. A minimum of ten (10) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capacity and Leadership, programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Social Service Professions Act. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

**DUTIES** : Coordinate and Monitor the implementation of Youth and Women Development Programmes; Skills Development and Job Creation Programmes, Entrepreneurship Development Programmes, Youth Mobilisation Programmes, Linking Mobilised Youth to Economic Opportunities, Mainstreaming Youth Development Programmes, Women Empowerment Programmes, Advocacy and awareness programmes for youth and women. Coordinate and monitor implementation of Women and Youth Forums in the Social Sector. Coordinate and Monitor the implementation of youth NPOs and income generating projects for women (Cooperatives) funding. Manage financial, administrative and related functions.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/301** : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT SERVICES REF NO: DSD/2024/17 (X1 POST)**

**SALARY** : R849 702 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Polokwane  
**REQUIREMENTS** : Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Civil Engineering or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on Junior management level in Infrastructure Management/Civil Engineering/Electrical Engineering. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capacity and Leadership, programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

**DUTIES** : Develop the business plan in line with the strategic objectives of the department. Ensure that all works adhere to prescribed OHS standard. Manage and monitor the implementation of capital and maintenance of Facilities. Risk control over state owned property. Manage financial, administrative and related functions.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/302** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: DSD/2024/18 (X1 POST)**

**SALARY** : R849 702 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Vhembe District

<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Financial Management/Accounting/Financial Accounting/Supply Chain Management or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on Junior management /Supervisory level in Financial Management/Budgeting and Reporting/Supply Chain Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capacity and Leadership, programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL, Bas and Logis literacy.
<b><u>DUTIES</u></b>	:	Develop the business plan in line with the strategic objectives of the department. To coordinate the implementation of financial accounting and budgeting. To coordinate the implementation of supply chain management. To coordinate the implementation of facilities management. Manage financial, administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/303</u></b>	:	<b><u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSD/2024/19 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R849 702 per annum (Level 11), all-inclusive remuneration package Mopani District
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Public Administration/HRM/HRD/Employee Relations or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on Junior management /supervisory level in one of the units under Corporate Services. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Core and Process Competencies: Strategic Capacity and Leadership, programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Skills Focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.
<b><u>DUTIES</u></b>	:	Develop the business plan in line with the strategic objectives of the District Corporate Services. Manage and coordinate Human Resource Management processes. Manage and coordinate Human Resource Development and Planning processes. Manage and coordinate Employee Relations Services. Manage and ensure effective and efficient logistical services. Formulate and manage the component's budget. Manage and utilize human resources in accordance with the relevant directive and legislation. Manage financial, administration and related functions.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/304</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSFORMATION &amp; CHANGE MANAGEMENT REF NO: DSD/2024/20 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Capricorn District
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate National Diploma/Bachelor's degree at NQF level 6 in Social Science or equivalent qualification as recognised by SAQA. A minimum of 3-5 years experience at lower

Management / Supervisory level within Transformation & Change Management. A valid driver's licence (with the exception of persons with disabilities). Experience in Transformation & Change Management will be an added advantage. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

**DUTIES** : Develop the business plan in line with the strategic objectives of the Department. Coordinate the development of institutional service standards. Provide service delivery optimisation programme. Coordinate and manage complaints by the public and governance structures. Manage and coordinate gender mainstreaming and women empowerment.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/305** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X3 POSTS)**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Capricorn District Ref No: DSD/2024/21 (X1 Post)  
 Waterberg District Ref No: DSD/2024/22 (X1 Post)  
 Vhembe District Ref No: DSD/2024/23 (X1 Post)

**REQUIREMENTS** : Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Financial Management / Supply Chain Management or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management / Supervisory level in Supply Chain Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

**DUTIES** : Develop the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective assets management. Provide purchasing and stores management. Provide transport management services within the institutions. Manage financial, administrative and related functions.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/306** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (X2 POSTS)**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Capricorn District Ref No: DSD/2024/24 (X1 Post)  
 Waterberg District Ref No: DSD/2024/25 (X1 Post)

**REQUIREMENTS** : Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Human Resource Management/Development or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management level/ supervisory level in HRM or HRT&D or PMDS. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.

**DUTIES** : Develop the business plan in line with the strategic objectives of the department. Provide Human Resource Practice and Administration services. Co-ordinate, facilitate and monitor training and development programmes.

		Manage and monitor Performance Management and Development system. Manage financial, administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/307</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PRACTICE &amp; ADMINISTRATION REF NO: DSD/2024/26 (X1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Head Office: Polokwane Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in HRM/D or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management / Supervisory level within Human Resource Management. PERSAL certificate / Results. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.
<b><u>DUTIES</u></b>	:	Implement the business plan in line with the strategic objectives of the section. Manage human resource practice and administration. Develop and manage the recruitment and selection process. Manage condition of services and benefits. Manage financial, administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/308</u></b>	:	<b><u>COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R429 573 per annum (Level: CD-A7) Waterberg District: Bakenberg Sub-Office Ref No: DSD/2024/27 (X1 Post) Mopani District: Tzaneen Sub-Office Ref No: DSD/2024/28 (X1 Post) Qualifications and Competencies: A Bachelor's Degree in Development Studies/Social Science or equivalent qualification as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. The ability to undertake complex research. Financial management. Presentation skills. Project management. Human resource management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
<b><u>DUTIES</u></b>	:	Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/309</u></b>	:	<b><u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: DSD/2024/29 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 per annum (Level 07) Capricorn District

<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Computer Science, Information Science or Information Technology or equivalent qualification as recognised by SAQA. 1 - 2 years relevant experience in Information Technology. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<b><u>DUTIES</u></b>	:	Monitor information system. Monitor information technology with SITA. Implement National legislation of Information Technology. Maintenance and updating of IT systems and network. Monitor and advise on the appropriate Information Technology infrastructure.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/310</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: TRANSPORT MANAGEMENT REF NO: DSD/2024/30 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani District
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 or equivalent qualification as recognised by SAQA. 1 - 2 years relevant experience. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<b><u>DUTIES</u></b>	:	Assist in the bookings of vehicles for maintenance. Ensure logbooks and trip authorizations. Manage the record keeping of transport documents. Coordinate trip planning.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/311</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING &amp; STORES MANAGEMENT REF NO: DSD/2024/31 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 or equivalent qualification as recognised by SAQA. 1 - 2 years relevant experience. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
<b><u>DUTIES</u></b>	:	Perform purchasing management services. Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/312</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: AUXILLIARY SERVICES REF NO: DSD/2024/32 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Capricorn District
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 or equivalent qualification as recognised by SAQA. 1 - 2 years

relevant experience. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.

**DUTIES** : Co-ordinate office and housing accommodation for staff. Maintenance and updating of accommodation and machinery lease / rental register. Provide support on cleaning services to the department.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/313** : **PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: DSD/2024/33 (X1 POST)**

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Sekhukhune District

**REQUIREMENTS** : Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Financial Management/Business Management/Public Procurement Management/Accounting or equivalent qualification as recognised by SAQA. 1-2 years relevant experience in Supply Chain Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

**DUTIES** : Maintain demand management plans to address possible future needs. Ensure acquisition management services. Ensure that the procurement of goods and services is in line with approved procurement plans. Coordinate the integration of the procurement plans. Ensure that the procurement processes are fully compliant with the SCM prescribed policies and prescripts. Ensure that conducting and benchmarking with best practice. Conduct market research to establish new technologies. Receive requisitions/Log2 and check correctness of the specifications and advise accordingly. Supervise the subordinates.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/314** : **PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER REF NO: DSD/2024/34 (X1 POST)**

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Head Office

**REQUIREMENTS** : Qualifications and Competencies: An undergraduate qualification in Management Assistance/Secretarial/Office Management/Public Administration/Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of 1 year relevant experience. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills & Knowledge: Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.

**DUTIES** : Provide secretarial support. Manage the office of CFO. Manage the filing system. Maintain the CFO's diary. Management of telephone enquiries. Render administrative support services to the directors within the Financial Management Section. Coordination of meetings and strategic workshops convened by the office of Chief Financial Officer. Support the CFO with the administration of the CFO's budget.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/315** : **PERSONAL ASSISTANT TO DISTRICT DIRECTOR REF NO: DSD/2024/35 (X1 POST)**

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Vhembe District

**REQUIREMENTS** : Qualifications and Competencies: An undergraduate qualification in Management Assistance/Secretarial/Office Management/Public Administration/Management or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of 1 year relevant experience. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Negotiation skills, Presentation skills, People management skills, Time management, Communication, both formal, and informal.

**DUTIES** : Provide secretarial support; Manage the office; Manage the filing system; Maintain the Director's diary, Management of telephone enquiries, render administrative support services to the Manager/Deputy Director's within District. Coordination of meetings and strategic workshops convened by the office of Director. Support the Director with the administration of the district's budget.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/316** : **HUMAN RESOURCE CLERK: HUMAN RESOURCE PRACTICE AND ADMINISTRATION REF NO: DSD/2024/36 (X1 POST)**

**SALARY** : R216 417 per annum (Level 05)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : Qualifications and Competencies: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge And Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.

**DUTIES** : Facilitate Recruitment and Selection of Employees (Advertisements, Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Facilitation of Transfers. Administration of condition of service. Administration of Service Benefit.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/317** : **HUMAN RESOURCE CLERK REF NO: DSD/2024/37 (X1 POST)**

**SALARY** : R216 417 per annum (Level 05)

**CENTRE** : Polokwane Welfare Complex

**REQUIREMENTS** : Qualifications and Competencies: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. A qualification in HRM/D will be an added advantage. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. PERSAL literacy.

**DUTIES** : Facilitate Recruitment and Selection of Employees (Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews/shortlisting, probationary periods etc.). Administration of condition of service. Administration of Service Benefit. Facilitation of Transfers. Facilitate Human Resource Training & Development. Render Performance Management and Development Services.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.



<b><u>POST 21/318</u></b>	:	<b><u>ADMINISTRATIVE CLERK: TRANSPORT MANAGEMENT REF NO: DSD/2024/38 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Sekhukhune District
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Competencies: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid motor vehicle drivers' licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<b><u>DUTIES</u></b>	:	Allocate vehicles on daily basis. Check the vehicle conditions. Ensure utilisation of provided registers. Ensure cleaning of vehicles.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/319</u></b>	:	<b><u>TELECOM OPERATOR REF NO: DSD/2024/39 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R183 279 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Qualifications and competencies: Grade 12 or equivalent qualification as recognized by SAQA. Knowledge and Skills: Computer literacy. Good communication skills. Interpersonal skills.
<b><u>DUTIES</u></b>	:	Receiving incoming and outgoing calls. Administer requisition forms and respond to queries. Transfer calls to relevant extensions. Take message and refer to the relevant person.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/320</u></b>	:	<b><u>CHILD AND YOUTH CARE WORKER GRADE 1 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R174 711 per annum (Level: CYC-A1)
<b><u>CENTRE</u></b>	:	Vhembe District: Thohoyandou Child & Youth Care Centre Ref No: DSD/2024/40 (X2 Posts) Mopani District: Irish House Ref No: DSD/2024/41 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	Qualifications and competencies: An appropriate recognised NQF level 4 (Grade 12) or equivalent qualification and Basic qualification in Child Care. Knowledge and Skills: Knowledge and understanding of the legislative framework (Children's act, Child Care Act, Child Justice Act) governing the Secure Care Centres. Good communication skills, Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills. Experience in secure care environment will be an added advantage.
<b><u>DUTIES</u></b>	:	Receive children and youth to the care facility after admission. Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/ youth receive medical services. Facilitate the independent living and recreational programmes. Organise family visits and contacts. Escort children to external services. Assist with implementation of developmental and therapy programmes. Perform administration duties.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.
<b><u>POST 21/321</u></b>	:	<b><u>CLEANER (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R131 265 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Head Office Ref No: DSD/2024/42 (X2 Posts) Waterberg District: Witpoort Ref No: DSD/2024/43 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Qualifications and competencies: Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Good Communication Skills.
<b><u>DUTIES</u></b>	:	Render cleaning services. Use and keep all cleaning goods and materials properly. Requisition of cleaning materials. Ensure infection control.
<b><u>ENQUIRIES</u></b>	:	General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**POST 21/322** : **FOOD SERVICE AID REF NO: DSD/2024/44 (X1 POST)**

**SALARY** : R131 265 per annum (Level 02)

**CENTRE** : Capricorn District: Sekutupu Old Age Home

**REQUIREMENTS** : Qualifications and competencies: Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Ability to read and write. Knowledge and Skills: Good communication skills. Interpersonal skills.

**DUTIES** : Prepare and serve meals to children and youth. Cleaning and purification of the kitchen, canteen and equipment.

**ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms ME Gafane or Mr QLM Mogotlane Tel No: (015) 230 4315/4375.

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

***It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.***

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02, Mbombela, 1201 or alternatively applications emailed to the respective email address provided for each post.
- CLOSING DATE** : 05 July 2024 @ 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).DPSA Circular 19 of 2022 paragraph 2.1.5 states that Part E, F and G :Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to conditions that prevent re-appointment under Part F must be answered. Applications received after closing date will, as a rule is not accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advance problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process, which includes criminal records, and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to

the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only.

#### **MANAGEMENT ECHELON**

- POST 21/323** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DEDT 2024/25/01**
- SALARY** : R1 436 022 per annum (Level 14), all-inclusive salary package  
**CENTRE** : Head Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF level 7 qualification in Human Resource Management/Public Management or equivalent qualification with a minimum of 5 years relevant work experience at Senior Management Services. Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational health and Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, Public Service Collective Bargaining Council Resolutions. The successful candidate must be able to display the following competencies at advanced levels: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication.
- DUTIES** : Ensure the provisioning of optimum human resources management and development services to the department. Ensure the provisioning of effective and efficient information technology management (ICT) services. Ensure the provision of effective legal services. Ensure optimum utilization of resources and provide strategic management services to the department. Ensure the implementation of Service Delivery Improvement Plan. Monitor Communication Services. Provide financial and human resource management (personnel) leadership. Manage all governance related matters of the Chief Directorate.
- ENQUIRIES** : Ms VS Hlatshwayo Tel No: (013) 766 4164  
**APPLICATIONS** : Email application to recruitmentdedt2@mpg.gov.za  
**NOTE** : Targeted: Females, and people with disabilities who meet the requirements.
- POST 21/324** : **DIRECTOR: BUSINESS REGULATIONS REF NO: DEDT 2024/25/02**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply.
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized NQF level 7 qualification in Law/Economics/Business Management or equivalent qualification with a minimum of 5 years relevant work experience at middle management level. Knowledge of the legal framework, Public Finance Management Act 01, 1999 and other relevant prescripts. Knowledge of the Mpumalanga Economic Regulator, 2017. Liquor Act 59 of 2003, Mpumalanga Consumer Affairs Regulations, Mpumalanga Consumer Protection Act 68 of 2008. Knowledge of Government budgeting processes. Competencies: The preferable candidate must display the following competencies at advanced level: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.
- DUTIES** : Ensure compliance with National and Provincial Business Regulations Legislations responsible for the regulation and support of businesses (formal and Informal Trade); ie. Implementation of Business Act; Identify and address Red Tape associated Business compliance; Conduct Business Inspections; Assist Local Municipalities to issue Business Licenses; Monitor implementation of Provincial Informal Economy Policy; Facilitate development of Municipal Informal Economy Policies & bylaws. Facilitate stakeholder partnership towards the support of the sector; Coordinate inspections with municipalities

and other multidisciplinary stakeholders. Manage all governance related matters of the Directorate.

**ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246  
**APPLICATIONS** : Email application to recruitmentdedt1@mpg.gov.za  
**NOTE** : Targeted: Females, and people with disabilities who meet the requirements.

**POST 21/325** : **DIRECTOR: SECTOR DEVELOPMENT REF NO: DEDT 2024/25/03**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 tertiary qualification in Economics with five (5) years at middle management level in private or public sector development and policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. An in-depth understanding of the mining sector. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Competencies: The preferable candidate must display the following competencies at advanced level: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Provide strategic leadership and technical support in the formulation and implementation of the province's economic growth and development path. Provide strategic direction and leadership in sectors reforms and coordinate the development of the priority sectors in Mpumalanga. Identify development, growth and beneficiation opportunities and advise on improving the competitiveness of the mining sector in Mpumalanga. Develop and support incubation centres in the province. Initiate and facilitate capacity-building programmes of the sectors through business processes, outsourcing, information, and training and communication technology. Support and participate in all relevant provincial and national structures. Lead and facilitate dialogues in all priority sectors across departments. Assist all producers, manufactures and exporters to access domestic and international markets. Manage all governance related matters of the Directorate.

**ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246  
**APPLICATIONS** : Email application to recruitmentdedt1@mpg.gov.za  
**NOTE** : Targeted: Females, and people with disabilities who meet the requirements.

**POST 21/326** : **DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2024/25/04**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 qualification in B Com- Economics/ B Com-Business Management or relevant qualification, with a minimum of 5 years relevant work experience at middle management level in private or public sector development. An in-depth understanding of SMME development, policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must competently display these competencies at an advanced level: strategic capability, leadership, programme

and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

- DUTIES** : Develop a provincial SMME strategy and ensure implementation of the strategy. Identify small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Facilitate and support the establishment of Cooperatives. Facilitate engagements with regional and national economic development agencies. Develop intervention strategies. Ensure the facilitation of access and linkages to markets for SMMEs and Cooperatives. Provide strategic management in the coordination of financial and non-financial support. Manage human and financial resources of the Directorate. Manage all governance related matters of the Directorate.
- ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246
- APPLICATIONS** : Email application to recruitmentdedt1@mpg.gov.za
- NOTE** : Targeted: Females, and people with disabilities who meet the requirements.

- POST 21/327** : **DIRECTOR: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT REF NO: DEDT 2024/25/05**  
Please note that this SMS post is re-advertised and applicants who applied previously are encouraged to reapply.

- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognized undergraduate NQF level 7 tertiary qualification in Economics/ Development Studies or relevant qualification with five (5) years relevant working experience in middle management level. Good understanding of the South African economy, economic data and the ability to draw inference from them. Knowledge and insight into insight of the provincial priority sectors provincially. Ability and experience in dealing proactively with a range of players across industries, academia and the public sector and the community. Knowledge of government policies and processes, above average skills in terms of IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display these competencies at advanced competent levels: Strategic Capability, Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

- DUTIES** : To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and Regional LED Strategies. To provide project support and advice for Regional and LED projects at District and Local Municipal level. To facilitate and support the Regional and LED Strategy alignment, development and integration of LED, IPAP, NDP and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums. Provide strategic management in the coordination of financial and non-financial support. Manage human and financial resources of the Directorate. Manage all governance related matters of the Directorate.

- ENQUIRIES** : Ms IN Phiri Tel No: (013) 766 4246
- APPLICATIONS** : Email application to recruitmentdedt1@mpg.gov.za
- NOTE** : Targeted: Females, and people with disabilities who meet the requirements.

## OTHER POSTS

**POST 21/328** : **OFFICE MANAGER IN THE OFFICE OF THE HEAD: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDT 2024/25/06**

**SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum (Level 12), all-inclusive salary package  
: Head Office: Mbombela  
: An appropriate SAQA recognized NQF level 7 qualification in Public Administration/Business Management or equivalent qualification with a minimum of 3 years relevant work experience at junior management (Assistant Director) level. Understanding of government policies, Department's mandate/programmes, government framework on public service transformation and service delivery improvement and stakeholder relations. Good understanding and knowledge of Government Frameworks relating to economic development, Provincial Growth Development Strategy and Growth Development Strategy. Ability to read, analyse and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive presentations. Ability to communicate with a cross section of audience with ease. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables. Competencies: The candidate must display to be competent in the following competencies: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management & empowerment, client orientation and customer focus and communication, honesty and integrity.

**DUTIES** : Provide quality assurance and oversight on documentation including priority enquiries. Draft agendas for SMS Meeting and provide secretariat services thereof. Draft correspondences, submission, and memoranda. Manage submission of internal Executive Council memoranda and preparation of briefing notes on external Executive Council memoranda. Stakeholder partnership development and management. Advise the Head of Department on all content matters as they relate to the Department's strategic matters. Coordinate the Department's interactions/commitments with the Office of the MEC, Executive Council, and Portfolio Committees, Act as a link between the office of HOD and other branches in the Department to ensure coordination of functions such as management of classified documentation/information as well as strategic and general meetings. Coordinate & monitor Programmes/projects and compile progress reports. Provide strategic management support to the office of the HOD. Oversee the operationalization of the Shareholders' Compact signed between the MEC and the Parastatals. Coordinate and prepare briefs for the Head of Department in preparation for the four MINMECs the Department is accountable to as & when convened. Coordinate, facilitate and edit technical reports for presentation and discussion at the four MINTechs the Department attends as and when are convened. Coordinate the activities and reports of the Department for submission and discussion in all clusters the Head of Department attends and preside over. Effectively manage staff and resources of the office of the Head of Department and provide high-level support to management team of the Department. Manage and monitor budget and expenditure of the office of the Head of Department. Oversee the implementation and monitoring of executive decisions and provide just - in - time support to the office of the Head of Department.

**ENQUIRIES APPLICATIONS** : Ms LP Mabaso @ (013) 766 4424  
: Email application to recruitmentdedt3@mpg.gov.za

**POST 21/329** : **DEPUTY DIRECTOR: CONSUMER PROTECTION REF NO: DEDT 2024/25/07**

Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package  
: Ehlanzeni Regional Office: Mbombela  
: An appropriate SAQA recognized NQF level 7 qualification in Law or Economics or equivalent qualification with a minimum of 3 years work

experience within consumer protection environment at junior management (Assistant Director) level. A valid driver's license. Knowledge of the legal framework, Public Finance Management Act 01 of 1999 and other relevant prescripts. Knowledge of the Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations. Knowledge of government budgeting processes. Competencies: The preferable candidate must display the following competencies: Strategic Capability, Leadership, Programme and Project management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Render consumer advisory services through amongst others: complaints handling - assists consumers with any consumer issues experienced by consumers such as excessive pricing of commodities; unfair business practices and trading in non-compliance with the Consumer protection legislations. Facilitate the prohibition of unfair business practices. Mediate and negotiate with suppliers of goods and services in terms of Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations on behalf of consumers for purposes of obtaining redress on their behalf. Supervise team members and manage resources.

**ENQUIRIES** : Ms FP Sibiya Tel No: (013) 766 4490  
**APPLICATIONS** : Email application to recruitmentdedt4@mpg.gov.za

**POST 21/330** : **CLERK OF THE CONSUMER COURT REF NO: DEDT 2024/25/08**  
Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R849 702 per annum (Level 11) all-inclusive salary package  
**CENTRE** : Ehlanzeni Regional Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized NQF level seven (07) tertiary in Law /Business Management/ Public Management or equivalent qualification with a minimum of 3 years relevant work experience at junior management (Assistant Director) level. Knowledge of the legal framework, Public Finance Management Act 01 of 1999 and other relevant prescripts. Knowledge of the Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations. Knowledge of government budgeting processes. A valid driver's licence. Competencies: The preferable candidate must display the following competencies: Strategic Capability, Leadership, Programme, Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication, Honesty and Integrity.

**DUTIES** : Manage records keeping of consumer hearings in terms of Mpumalanga Consumer Affairs Act. Distribute documents/packages to various stakeholders as required. Attend to all stakeholders' enquiries and correspondences. Manage the compilation of monthly, quarterly and annual reports. Mediate and negotiate with suppliers of goods and services in terms of Consumer Protection Act, 68 of 2008, National Credit Act, 34 of 2005 and any other relevant and applicable legislations on behalf of consumers for purposes of obtaining redress on their behalf. Supervise team members and manage resources. Ensure proper filing and safekeeping of all court records.

**ENQUIRIES** : Ms FP Sibiya Tel No: (013) 766 4490  
**APPLICATIONS** : Email application to recruitmentdedt4@mpg.gov.za

**POST 21/331** : **DEPUTY DIRECTOR: ECONOMIC POLICY AND PLANNING REF NO: DEDT 2024/25/09**  
Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Head Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF7 qualification in Economics/Econometrics/Development Planning or equivalent qualification with a minimums of 3 years relevant work experience at junior management (Assistant Director) level and 05 years work experience in data gathering, analysis and interpretation in economic policy analysis and related techniques



and methodologies. Knowledge and understanding of economics, its principles and theoretical frameworks. The successful candidate must be able to display the following competencies: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication and valid code (08) driver licence.

**DUTIES** : Determine and analyse key economic variables, their interrelations and relevance for provincial economic strategies and plans. Provide information that assists in formulating provincial economic policy priorities for integration in the Provincial Growth Development Strategy. Assist in developing and reviewing economic plans and strategies. Convene strategy and policy advocacy workshops and summits.

**ENQUIRIES APPLICATIONS** : Ms LP Mabaso Tel No: (013) 766 4424  
: Email application to recruitmentdedt3@mpg.gov.za

**POST 21/332** : **DEPUTY DIRECTOR: HR PROVISIONING AND SERVICE CONDITIONS REF NO: DEDT 2024/25/10**  
Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package  
: Head Office: Mbombela  
: An appropriate SAQA recognised NQF7 qualification in Human Resource Management or equivalent relevant qualification with a minimum of 3 years relevant work experience at junior management (Assistant Director) level. Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Basic Conditions of Employment Act, Employment Equity Act, PERSAL and other applicable legislations. Knowledge of Government budgeting processes. Competencies: The preferable candidate must display the following competencies: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity.

**DUTIES** : Manage recruitment, transfers, service terminations and implementation of the Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. government employees medical scheme, government employees housing scheme, overtime, long service, pay and grade progressions and injury on duty. Supervise team members and manage resources. Provide expert advices and frequent reports on human resource and related matters.

**ENQUIRIES APPLICATIONS** : Ms LP Mabaso Tel No: (013) 766 4424  
: Email application to recruitmentdedt3@mpg.gov.za

**POST 21/333** : **ASSISTANT DIRECTOR: HR PLANNING AND PMDS REF NO: DEDT 2024/25/11**  
Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Head Office, Mbombela  
: An appropriate SAQA recognized NQF level 6 qualification in Human Resource Management or equivalent relevant qualification with a minimum of 3 years relevant work experience in human resource planning, post establishment administration, employment equity and performance management. Knowledge of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts with verbal and written communication skills, computer literacy, analytical, creative and innovative thinking skills i.e. Microsoft word, excel, PowerPoint, ability to

- manage conflict and to work under pressure and ability to analyse, interpret and apply legislation, policies and prescripts.
- DUTIES** : Facilitate the human resource planning processes, development of employment equity plan; compile human resource cost per head, posts establishment, policy development and performance management and development system in the department. Provide support and guidance with regarding to human resource planning process and manage the posts establishment of the approved post structure i.e. the creation or abolishment of posts. Coordinate job evaluations and the review of job descriptions. Facilitate the Organisational Functionality Assessments (OFA) processes. Coordinate performance contracting, mid-year reviews, annual performance assessments, and moderation processes and updating of performance management database. Provide advices, conduct educational and awareness on human resource planning, employment equity, HR policies, performance management and development system and other HR related matters.
- ENQUIRIES APPLICATIONS** : Ms FP Sibiya Tel No: (013) 766 4490  
: Email application to recruitmentdedt4@mpg.gov.za
- POST 21/334** : **ASSISTANT DIRECTOR: HR PROVISIONING AND SERVICE CONDITIONS REF NO: DEDT 2024/25/12**  
Please note that this MMS post is re-advertised and applicants who applied previously are encouraged to reapply.
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Head Office: Mbombela  
: An appropriate SAQA recognised NQF level 6 qualification in Human Resource Management or equivalent relevant qualification with a minimum of 3 years relevant work experience. Knowledge of the Public Service Act, Public Service Regulation, Public Finance Management Act, Basic Conditions of Employment Act, Employment Equity Act, PERSAL, Government budgeting processes and other applicable legislations
- DUTIES** : Administer recruitment, transfers, and service terminations and implement Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. government employees medical scheme, government employees housing scheme, overtime, long service, pay and grade progressions and injury on duty. Supervise team members and manage resources. Provide HR advices and frequent reports on human resource and related matters.
- ENQUIRIES APPLICATIONS** : Mr VS Hlatshwayo Tel No: (013) 766 4164  
: Email application to recruitmentdedt2@mpg.gov.za
- POST 21/335** : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2024/24/13**
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Gert Sibande District, Ermelo Office  
: An appropriate SAQA recognised NQF level 6 tertiary qualification in Economics/Business Management or Economics qualification, with a minimum of 3 years relevant work experience in private or public sector development. Understanding of SMME development, policy formulation and implementation. Knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy, Growth Development Strategy, South African economic policies, priority economics sectors in Mpumalanga and regulated industries, Public Service laws, government processes, regulations and procedures, government policies and processes, good verbal and writing communication skills. The ability to manage and work in a team and independently is a prerequisite.
- DUTIES** : Assist to develop and implement Provincial SMME strategy. Identify small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Assist to explore and develop partnerships with other institutions to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Facilitate and support the

establishment of Cooperatives. Facilitate engagements with regional and national economic development agencies. Develop intervention strategies. Ensure the facilitation of access and linkages to markets for SMMEs and Cooperatives.

**ENQUIRIES** : Ms LP Mabaso Tel No: (013) 766 4424  
**APPLICATIONS** : Email application to recruitmentdedt3@mpg.gov.za

**POST 21/336** : **ASSISTANT DIRECTOR: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT REF NO: DEDT 2024/24/14**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Gert Sibande District, Ermelo Office  
**REQUIREMENTS** : An appropriate SAQA recognized NQF level 6 qualification in Economics/ Development Studies with a minimum of 3 years relevant work experience. Sound knowledge of legislative and policy framework, procurement process, project management, economic analysis, strategy development, financial management, analytical, problem solving and community facilitation process. Ability to work in a team, independently and under pressure. Report writing and presentation skills. A valid driver's license.

**DUTIES** : Support development of municipal local economic development plans. Support Municipalities in developing credible IDPS. Ensures those departmental plans are aligned with the municipal Local Economic Development plans. Support in the increase of investment within the municipalities. Improve the capacity of municipalities to manage the implementation of Local Economic Development plans. Facilitate the development and operation of Local Economic Development fora. Develop and ensure alignment of Provincial Local Economic Development strategy framework and municipal plans.

**ENQUIRIES** : Ms LP Mabaso Tel No: (013) 766 4424  
**APPLICATIONS** : Email application to recruitmentdedt3@mpg.gov.za

**POST 21/337** : **ASSISTANT DIRECTOR: COMMUNICATION STAKEHOLDER RELATIONS REF NO: DEDT 2024/25/15**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Head Office, Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognised NQF level 6 qualification in Communication/ Journalism/Marketing/Public Relations or equivalent qualification with a minimum of 3 years' experience in a communication/marketing/public relations environment. Understanding of the Public Finance Management Act (PFMA) and project management. Be able to work under pressure; be prepared to work irregular hours (including weekends and public holidays); and travel extensively (when required). Have excellent verbal, writing and photography skills, and be able to meet all deadlines without failure. The prospective employee must have thorough understanding of both internal and external stakeholders in relation to Communication and the Department in general. S/he must be able to define problems, determine available options, collect data, establish facts and draw valid conclusions. Must excellently understand the mandate of the Department in terms of applicable Acts, prescripts and regulations. The candidate must also possess a valid driver's license. Practical writing test will be done on the day of the interview to confirm computer and writing skills.

**DUTIES** : Assist in the development and implementation of branding and marketing plans; Produce content for all Departmental Information-sharing publications; Coordinate public participation programmes and campaigns; Coordinate and attend Departmental exhibitions and community Outreach Programmes; Facilitate the coordination of Departmental Calendar of Events; Liaise and work closely with Departmental Public Entities, government Finance Developmental Institutions, the public and other stakeholders; Manage Departmental Branding material; Provide branding service and ensure that all government and Departmental events and activities are supported; Keep both internal and external communication stakeholders regularly informed via all approved channels of communication; Contribute content (pictures and news articles) towards the Departmental social media platforms; Create a database of all captured photographs in a form of Picture Gallery in the departmental Website and Intranet; Compile and submit all required reports; Provide general administrative support.

**ENQUIRIES** : Ms FP Sibiya Tel No: (013) 766 4490

<b><u>APPLICATIONS</u></b>	:	Email application to recruitmentdedt4@mpg.gov.za
<b><u>POST 21/338</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: DEDT 2024/25/16</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Nelspruit
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognised NQF level 6 qualification in Graphic design and Multimedia or equivalent qualification with three (3) years' work experience in Graphic Designs and Multimedia. Knowledge of the corporate identity prescripts, design software, PFMA and project management. The successful candidate must be able to display the following competencies: Expert proficiency in Corel Draw and Adobe CS5 Design suite: Photoshop, Illustrator, Dreamweaver and InDesign. Excellent written and verbal communication skills and attention to detail. Computer literacy with high proficiency level and a valid driver's licence. Ability to work under pressure and irregular hours when required to meet tight deadlines.
<b><u>DUTIES</u></b>	:	Conceptualize and develop creative ideas and implement the design and layout for departmental printed material. Execute the design for corporate stationery and marketing paraphernalia, in accordance with the Government Corporate Identity and Branding Guidelines. Promote the Department's Corporate Identity, messages and visual branding. Collate and Coordinate multimedia content, including photographs and digital publications for the website and other Corporate Communication material e.g. Brochures, newsletters, posters. Manage and protect the departmental brand and assist with the online updates of the Department.
<b><u>ENQUIRIES</u></b>	:	Ms LP Mabaso Tel No: (013) 766 4424
<b><u>APPLICATIONS</u></b>	:	Email application to recruitmentdedt3@mpg.gov.za
<b><u>POST 21/339</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDT 2024/25/17</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office: Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognized NQF level 6 in Supply Chain Management/Financial Management/Public administration/Cost and Management Accounting or relevant qualification, with 5 years relevant work experience in demand and acquisition management and management of service provider's contracts, performance monitoring and management Knowledge of Public Finance Management Act, Treasury Regulations, Supply Chain Management Regulatory Frameworks and prescripts governing the procurement in the Public Service. Operational knowledge of procurement systems and processes i.e. LOGIS and BAS.
<b><u>DUTIES</u></b>	:	Promote good governance and compliance with all Supply Chain Management policies, prescripts and procedures. Provide advice with regard to Supply Chain Management in terms of demand, forecasting, procurement planning, acquisition management, utilisation management, Supplier performance, Contract management, Assets management. Ensure that spending on goods and services are in line with the Demand Management. Develop and maintain manuals on Supply Chain Management Policies and procedures, Source goods and services within a fair, equitable, transparent, competitive and cost-effective system, Set performance standards with respect to service delivery and clients, Liaise and interact with all business units in the Department and stakeholders involved with procurement. Coordinate, compile and manage the submission of reports. Prepare monthly and yearly reports. Monitor and ensure proper allocation and utilization of resources. Liaise with the Provincial and National Treasury on existing relevant transversal contracts and submissions. Implement system and controls that are compliant to ensure sound procurement practices and management. Manage the tender process in line with applicable legislation and supply chain management prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms FP Sibiya Tel No: (013) 766 4490
<b><u>APPLICATIONS</u></b>	:	Email application to recruitmentdedt4@mpg.gov.za
<b><u>POST 21/340</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DEDT 2024/25/18 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Mbombela

**REQUIREMENTS** : An appropriate SAQA recognized NQF level 6 qualification in Accounting/Auditing with a minimum of 3 years relevant work experience in internal auditing or auditing environment. Chartered Accountant or Certified Internal Auditor will be an added advantage. Knowledge of PFMA Act, Treasury Regulations, International standards for professional practice of internal audit, risk management standards and procedures and knowledge of corporate governance and prescripts.

**DUTIES** : Implement the strategic risk-based audit plans and ensure adherence to and continuous improvement of the internal audit risk based audit methodology. Interaction with risk officer to communicate new risks identified during audits. Manage the implementation of the marketing and communication strategy for Internal Audit Services (IAS). Work closely with key IAS stakeholders. Monitor compliance with internal audit policies and procedures. Monitor compliance with internal DST policies and procedures. Manage the science audit planning process and review the quality and relevance of the audit objectives.

**ENQUIRIES** : Ms FP Sibiya Tel No: (013) 766 4490  
**APPLICATIONS** : Email application to recruitmentdedt4@mpg.gov.za

**POST 21/341** : **INTERNAL AUDITOR REF NO: DEDT 2024/24/19**

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Head Office: Mbombela

**REQUIREMENTS** : An appropriate SAQA recognized NQF level 6 tertiary qualification in Internal Auditing/Accounting or equivalent qualification. Knowledge of Internal Audit Standards, Public Finance Management Act, Internal Audit Methodologies and techniques. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills.

**DUTIES** : Implement approved audit plan in accordance with accepted standards. Collect, analyse, interpret documents and information to generate audit outcomes or reports. Critically evaluate the internal controls in place, identifying risks and drafting a suitable audit programme to test internal controls. Carry out audits in the department to identify deficiencies in controls and prepare working papers. Make recommendations on the identified findings that need attention. Compile draft audit reports; assist with the review and evaluation of management comments. Assist with audit committee responsibilities.

**ENQUIRIES** : Ms FP Sibiya Tel No: (013) 766 4490  
**APPLICATIONS** : Email application to recruitmentdedt4@mpg.gov.za

**POST 21/342** : **COMMERCIAL CLEANER REF NO: DEDT2024/25/20 (X2 POSTS)**

**SALARY** : R131 265 per annum (Level 02)

**REQUIREMENTS** : Grade ten (10) certificate with knowledge and skills of general hygiene, cleaning products and application, basic literacy and communication skills. Prepare to work autonomously and under pressure. Ability and knowledge to use a variety of cleaning equipment and products. Relevant work experience will serve as an added advantage.

**DUTIES** : Perform generic cleaning duties i.e. sweeping, buffing, mopping, dusting, emptying trashcans, vacuuming, polishing woodwork, wiping tables, scrubbing toilets and cleaning dishes and cutleries. Assist whenever there is a need.

**ENQUIRIES** : Ms NC Ndlala Tel No: (013) 766 4370  
**APPLICATIONS** : Email application to recruitmentdedt5@mpg.gov.za

#### **DEPARTMENT OF EDUCATION**

*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.*

**APPLICATIONS** : Postal address: The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 Alternatively, applications can be send to the following e-mail addresses:  
Head Office posts: [Posts.ho@mpuedu.gov.za](mailto:Posts.ho@mpuedu.gov.za)  
Bohlabela District posts: [Posts.boh@mpuedu.gov.za](mailto:Posts.boh@mpuedu.gov.za)

**FOR ATTENTION** : Mr. J Ngomane / Ms. C Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, HR Recruitment

**CLOSING DATE** : 04 July 2024

**NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV ONLY. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B AND C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All shortlisted candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

#### **OTHER POSTS**

**POST 21/343** : **ENGINEER PRODUCTION GRADE A (CIVIL): PROJECTS MAINTENANCE REF NO: W1/003**

**SALARY** : R833 499 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

**CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making, analytical-, planning-, and problem solving skills. Valid driver's license.

**DUTIES** : Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].

**ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408

**POST 21/344** : **ENGINEER PRODUCTION GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: W1/004**

**SALARY** : R833 499 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

**CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making, analytical-, planning-, and problem solving skills. Valid driver's license.

**DUTIES** : Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off

on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.

- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408
- POST 21/345** : **ENGINEER PRODUCTION GRADE A (MECHANICAL): INFRASTRUCTURE PLANNING REF NO: W1/005**
- SALARY** : R833 499 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.
- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408
- POST 21/346** : **ARCHITECT PRODUCTION GRADE A: PROJECTS IMPLEMENTATION REF NO: W1/006**
- SALARY** : R721 476 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.
- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5408
- POST 21/347** : **ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: W1/007**
- SALARY** : R721 476 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela  
: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency

maintenance projects funded by the department. Provide guidance to the preparation of maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.

**ENQUIRIES** : Mr KM Mathebul Tel No: (013) 766 5408

**POST 21/348** : **CONTROL WORKS INSPECTOR: WORKS INSPECTIONS REF NO: W1/009**

**SALARY** : R552 081 per annum  
**CENTRE** : Bohlabela District Office, Bushbuckridge  
**REQUIREMENTS** : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Six Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid Drivers license.

**DUTIES** : Manage the credibility of technical data and information for infrastructure planning and assist with implementation infrastructure projects. Manage District inputs for infrastructure planning. Manage implementation of all building projects in the districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage people and finances.

**ENQUIRIES** : Mr TZ Magoane Tel No: (013) 766 7410



**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF HEALTH**

**In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.**

- APPLICATIONS** : Applications quoting relevant reference, should be forwarded as follows: Provincial Office Mahikeng: Healthjobs@nwpg.gov.za or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mahikeng.
- FOR ATTENTION** : Mr LLE Sekgoro, Provincial Office Mahikeng
- CLOSING DATE** : 05 July 2024
- NOTE** : The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

**MANAGEMENT ECHELON**

- POST 21/349** : **CHIEF FINANCIAL OFFICER REF NO: 01/2024/01**  
Re-Advertisement
- SALARY** : R1 741 770 per annum, (all-inclusive SMS package)
- CENTRE** : Provincial Office - Mahikeng
- REQUIREMENTS** : Bachelor's Degree with Accounting and/or Auditing as majors or appropriate equivalent qualification. Postgraduate qualification (NQF level 8) as recognized by SAQA. Admission as Chartered Accountant (South Africa) will serve as an added advantage. Eight - Ten (8-10) years' experience at Senior Management Level in Financial Management Environment. Pre-entry Certificate for the Senior Management Services (SMS) as endorsed by the National School of Government submitted prior to appointment. A valid driver's license. Knowledge of PFMA. Treasury Regulations, Public Service Anti-Corruption and Fraud Prevention Measures, Government Structures, Principles and Practices of Financial Accounting, Financial Planning and Budgeting, Supply Chain Management, Risk Management and Internal Control. Advanced financial and

analytical skills. Advanced computer literacy in MS Excel, Word and PowerPoint. Good interpersonal, people management and leadership skills. Project management skills. Applicants should also possess the following core management competencies: strategic capability and leadership, financial management, change management, problem solving and analysis, people management and empowerment, communication, client orientation and customer focus, knowledge management, service delivery innovation and programme and project management.

**DUTIES**

: Establish and maintain appropriate systems and policies to ensure effective and efficient management of financial resources. Assist the Accounting Officer in discharging the duties prescribed in Chapter 5 of the PFMA and DORA. Develop effective financial management, budgeting and budgetary practices. Implement internal controls and timely production of financial reports. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and administration of the Office/Department. Liaise with relevant role-players in the financial environment regarding transverse financial matters. Ensure effective and efficient financial environment/administration by collaborating in the development of training programmes for officials of the Office/Department. Manage financial and provisioning administrations functions of the Office/Department.

**ENQUIRIES**

: Dr M Tlhogane Tel No: (018) 391 4182

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE**

**CLOSING DATE** : 08 July 2024  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 21/350** : **STATE VETERINARIAN: ANIMAL HEALTH (BEAUFORT WEST) REF NO: AGR 07/2023 R1**

**SALARY** : R849 702 per annum (Level 11)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in animal disease control. Competencies: Knowledge of the following: The interdependence of industries within the agricultural sector; Provincial legislative processes; Management; Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; Operation of the agricultural sector. Skills needed: Communication (written and verbal); Interpersonal; Analytical; Problem solving; Negotiation; Planning and organisation; Strategic insight and planning; Motivational; Policy formulating; Change management; Diversity management; Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook).

**DUTIES** : Provide Veterinary Services through the implementation of relevant legislation and to mitigate the risks associated with animal diseases that impact the following fields: Animal Disease control, Import and Export Policy Control, Veterinary Public Health, Animal Welfare; Perform Epidemiology investigations.

**ENQUIRIES** : Dr NR Magadla Tel No: (021) 808 5250/5053 or (084) 488 7561  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 21/351** : **FARM AID: POMOLOGY REF NO: AGR 26/2024**

**SALARY** : R131 265 per annum (Level 02)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET Level 2/Grade 5). Recommendation: A valid Code B (or higher) driving license; Relevant experience in working with Fruit. Competencies: Fruit production knowledge and skills; Good communication skills; Good Teamwork abilities; Proactive problem identification and solving ability.

**DUTIES** : General field practice actions and farm work, which includes irrigation of crops, harvesting and pruning; Infrastructure maintenance.

**ENQUIRIES** : Ernst Moller Tel No: (021) 808 5456  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for, and the reference number must be clearly indicated on the Z83 application form.  
 To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or
2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or
3. Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE**

: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE**

: 08 July 2024

**NOTE**

: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 21/352**

: **MUSEUM OFFICER: SATELLITE MUSEUM (GEORGE) REF NO: CAS 36/2024**

**SALARY**

: R308 154 per annum (Level 07)

**CENTRE**

: Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year National Diploma/B=Degree (equivalent or higher qualification); A minimum of 3 years' experience in the museum/heritage sector environment. Recommendation: A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management(information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Ability to motivate own ideas and approaches; Ability to breakdown problems into manageable parts and identify solutions; Ability to listen well and be receptive to the ideas of others; Ability to manage conflict; Ability to communicate(verbally or in writing) with ease and confidence; Ability to speak in public and make presentations to large or small groups; Ability to review and critique research reports; Ability to critique exhibition guides; Ability to comprehend complex ideas, theories to concepts by analysing copious information; from desperate sources.

**DUTIES**

: Governance and administration of the museum as well as related activities; Facilitate, present, and implement public programmes and relations; Facilitate, present, and implement educational and outreach programmes; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.

**ENQUIRIES**

: Ms L Hutton Tel No: (021) 483 9703

**APPLICATIONS**

: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 21/353** : **ADMINISTRATIVE OFFICER: REGIONAL MUSEUM EDEN/CENTRAL KAROO (MOSSEL BAY) REF NO: CAS 37/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in public administration/financial management/stakeholder management with supervisory experience; A minimum of 2 years relevant experience. Recommendation: A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Strategic planning; Human Resource Management and Labour Relations; Budget planning; Meeting procedures. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Problem solving; Ability to write effective reports; Ability to work independently and as part of a team.

**DUTIES** : Operational Management; Human Resource management; Office Administration; Administrative Support and Coordination.

**ENQUIRIES APPLICATIONS** : Ms L Hutton Tel No: (021) 483 9703  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 21/354** : **ADMINISTRATION CLERK: LIBRARY MATERIAL PROCESSING REF NO. CAS 35/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification. Recommendation: Relevant experience in the production process or library service. Competencies: Knowledge and understanding of Library Information Management System. Skills in the following: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint); Verbal and written communication; Problem solving, report writing and supervisory; Ability to work independently and as part of a team.

**DUTIES** : Responsible for the following: Implementing quality assurance to ensure processing requirements are met; Providing and verifying statistical information; Verifying the information on the daily processing lists by searching the SLIMS database before books are despatched; Administration duties; Liaise with internal and external stakeholder in relation to solving of problems on despatch lists.

**ENQUIRIES APPLICATIONS** : Mr B Meyer Tel No: (021) 483 2309  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 21/355** : **LIBRARY MATERIAL PROCESSOR: LIBRARY SERVICES REF NO: CAS 34/2024**

**SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Grade 10 (Junior certificate or equivalent qualification). Recommendation: Relevant experience; Additional studies; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Numeracy; Written and verbal communication skills; Ability to work independently and as part of a team.

**DUTIES** : Paste date slips; Affix spine labels; Cover the books; Enter records on the SLIMS database; Dispatch the books using the library information management system; Dispatch the books to the various regions

**ENQUIRIES APPLICATIONS** : Mr. Bradley Meyer Tel No: (021) 483 2309  
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or  
2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or

3. Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF) To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for, and the reference number must be clearly indicated on the Z83 application form.

**NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

#### DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 08 July 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 21/356** : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 04/2024**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics, Business, or related field; A minimum of 3 years management level experience. Recommendation: A post-graduate tertiary qualification in Economics, Business related field; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Economics; Enterprise development; Research applications; Financial management; Stakeholder management; Management principles; Project management; Applicable policies and procedures; Relationship management; Public service procedure; Labour relations; Policy analysis. Skills needed: Strategic, operational planning and management; People Management; Problem solving; Sound budgeting and cash flow management; Facilitation; Presentation; Policy Formulation; Communication (written and verbal); Conflict management; Interpersonal relations; Analytical thinking; Motivational; Networking and linking; Driving; Information technology and computer proficiency; Economic and financial analysis; Legal administration. Ability to interpret and apply relevant policies and procedures.

**DUTIES** : Develop, implement, and monitor programmatic initiatives to: Provide opportunities via public and private sector (e.g., procurement as a tool for SMME development (e.g., and access to markets) for small business; Enable small business access to non-financial and financial support, entrepreneurship opportunities and innovation; Improve the enabling environment and enhancing the ease of doing business for business through government and private sector interaction; Strengthen partnerships to provide business development support services(e.g., leverage funding and access to market opportunities) to enhance business sustainability and growth; Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorate's budget and manage expenditure, through

- responsible implementation of policies, practices, and decisions to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Mr J. Wolmarans Tel No: (021) 483 8110/ 2628
- POST 21/357** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 05/2024**
- SALARY CENTRE** : R376 413 per annum (Level 08)  
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience in a Financial Accounting environment. Recommendation: A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); National Treasury Regulations (NTR); Division of Revenue Act (DORA); Departmental instructions and delegations; Basic Accounting System (BAS); Compilation of financial statements. Skills in the following: Analytical thinking skills; Strategic thinking skills; Communication (written and verbal) skills; Computer literacy skills; Ability to analyse, conceptualise and implement policy; Conflict resolution skills; Monitoring, evaluation, and reporting skills; Presentation skills; Problem solving skills.
- DUTIES** : Control and management of miscellaneous and transfer payments; Preparation of Financial Statements and Reporting; Collection and Recording of Revenue and Petty Cash Control; Management of Journals; Perform People Management
- ENQUIRIES** : Amanullah Allie Tel No: (021) 483 9238

#### **DEPARTMENT OF HEALTH AND WELLNESS**

*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

#### **OTHER POSTS**

- POST 21/358** : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (RADIATION ONCOLOGY)**
- SALARY** : R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Inherent requirement of the job: Ability and willingness to work overtime. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiation Oncology. Competencies (knowledge/skills): Experience as an examiner at post-graduate level. Proven ability to function independently as a specialist oncologist, providing radiotherapy and chemotherapy services. Excellent knowledge and skills in routine and emergency oncology, including chemotherapy administration, specialized radiation techniques, protocol development and adherence and palliative oncology. Proven knowledge and skills pertaining to the operational management of a comprehensive tertiary-level clinical oncology service within an academic environment and a broader healthcare system, including staff management, quality assurance, operational data analysis, financial and asset management. Appropriate understanding of the systems, structures and values of the Western Cape Government Department of Health and Wellness, particularly relating to the strategic implementation of oncology services and strengthening of cancer referral pathways across the platform. Knowledge and skills appropriate for undergraduate and postgraduate teaching and training in radiotherapy and chemotherapy and to supervise under- and postgraduate student research.

- Proven ability to conduct research. Proven dedication to patient care and to maintaining professional integrity. Computer literacy (MS Excel, PowerPoint, Outlook, TEAMS). Proven ability to function well within a team and to communicate effectively with all categories of staff as well as students.
- DUTIES** : Reporting to the HOD and deputizing for the HOD, in their absence. Operational management of the Divisional clinical service platform based on the multidisciplinary team model. Provide effective and efficient patient care at specialist level for own clinic(s), including, operational management, protocol development and adherence, and guidance/supervision of junior doctors. Provide clinical oversight and governance of divisional specialists, medical officers, and registrars. Undergraduate and postgraduate teaching and training. Undergraduate and postgraduate research supervision. Self-initiated research. Co-ordination of divisional community involvement.
- ENQUIRIES** : Dr H Burger Tel No: (021) 938 5992/ 4727 or Dr M Mukosi Tel No: (021) 938-4136
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post
- CLOSING DATE** : 05 July 2024
- POST 21/359** : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 271 901 per annum  
Grade 2: R1 451 214 per annum  
Grade 3: R1 680 780 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime within the Metro Health Services. Competencies (knowledge/skills): Ability to oversee and report on radiological procedures, primarily CT-scanning services at a Large District Hospital. Work with a team of hospital clinicians to optimise use of CT-scanning facilities. Knowledge and understanding of relevant legislation, hospital procedures and policies. Good computer literacy skills in MS Office: Word and Excel.
- DUTIES** : Clinical service provision, primarily manage, administer and co-ordinate the implementation of a comprehensive CT scanning service. X-ray reporting, provide statistics and strategic planning and assistance for ultra-sound services. Ensure the maintenance of quality care standards in the radiology services together with Chief Radiographer and Clinical Manager. Guide staff, teaching, training and supervision of staff. To support the Metro West platform as required. Efficient use of resources, manage assets, consumables, and services effectively.
- ENQUIRIES** : Dr GL Dunbar Tel No: (021) 799-1211
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be



considered for other vacant Radiologist posts within the Chief Directorate: Metro Health Services for a period of 3 months.  
05 July 2024

**CLOSING DATE**

:

**POST 21/360**

:

**MEDICAL OFFICER: GRADE 1 TO 3 (ORTHOPAEDIC SURGERY AND TRAUMA)**

**SALARY**

:

Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum  
(A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS**

:

Red Cross War Memorial Children's Hospital, Rondebosch  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. One year of relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform commuted overtime. Perform after-hour duties. Competencies (knowledge/skills): Management, Leadership and Administrative Skills. Ability to work under pressure and maintain a high standard of professionalism. Creative and Innovative. Strategic planning and organizing skills. Clinical expertise and clinical governance and research skills. Computer literacy (Outlook, Excel, Word, PowerPoint and Outlook). Additional experience or qualifications in health system management and/or health system improvement will be advantageous.

**DUTIES**

:

Partake in in-patient and outpatient management of orthopaedic and general trauma patients. Managing the entire spectrum of traumatic paediatric conditions, including orthopaedic trauma and infections. Provide counselling and communication with Caregivers. Perform Administrative tasks relating to in- and out-patients. Providing formal and informal teaching to students. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables and equipment).

**ENQUIRIES**

:

Dr A Horn, Email address: anria.horn@uct.ac.za, Dr J Gammon Tel No: (021) 658-5788, Email address: Jessica.gammon@westerncape.gov.za.

**APPLICATIONS**

:

Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

:

No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)

**CLOSING DATE**

:

05 July 2024

<b><u>POST 21/361</u></b>	:	<b><u>MEDICAL OFFICER: GRADE 1 TO 3</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs). (Plus, a non-pensionable rural allowance of 22% of basic salary per annum)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Laingsburg Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of who is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the district. Commuted overtime contract is compulsory, as well as the ability to work after hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work independently and in integrated multi-disciplinary teams across platforms. Demonstrate clinical leadership qualities, motivating and leading junior staff. Computer literacy in MS Office is mandatory.
<b><u>DUTIES</u></b>	:	Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr A van Rooy Tel No: (023) 414 8200 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).
<b><u>CLOSING DATE</u></b>	:	05 July 2024
<b><u>POST 21/362</u></b>	:	<b><u>EMS SUB MANAGER GRADE 2 TO 4</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	Grade 2: R532 815 per annum Grade 3: R591 741 per annum Grade 4: R654 468 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services

- REQUIREMENTS** : Minimum educational qualification: **Grade 2:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as an Emergency Care Technician (ECT). **Grade 3:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 4:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 2:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 3:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 2:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). **Grade 3:** Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. **Grade 4:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Valid code C1 driver's licence. Valid professional driver's permit (PrDP). Current registration as an ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.
- DUTIES** : Effective management of emergency medical services for a Sub-District. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Effective support to District Manager and act in management capacity when required. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholder. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts.
- ENQUIRIES** : Mr. IS Naidoo Tel No: (023) 346 6022
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
- CLOSING DATE** : 05 July 2024
- POST 21/363** : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (INFECTION PREVENTION AND CONTROL)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R520 560 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of Provincial infection prevention and control measures and practices. Ability to analyse health systems information, and skills and experience in the preparation of reports. Project Management skills and Computer literacy.
- DUTIES** : Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch/University of Cape Town).
- ENQUIRIES** : Ms S Basardien Tel No: (021) 402-6485

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	All candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Clinical Programme Co-Ordinator posts in Infection Prevention Control within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	05 July 2024
<b><u>POST 21/364</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS WARDS) (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing.
<b><u>DUTIES</u></b>	:	Provide comprehensive specialised nursing care provided within a professional / legal framework. Participate with the Multidisciplinary team to provide Holistic Health Care. Provide good documentation, care, planning and Health Education. To support and participate in clinical practice development initiatives, educational activities and research. Management of Human and Financial Resources. Provide support services to Supervisor and Nursing division.
<b><u>ENQUIRIES</u></b>	:	Ms M Franken Tel No: (021) 658-5187
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Orthopaedic Nursing.
<b><u>CLOSING DATE</u></b>	:	05 July 2024
<b><u>POST 21/365</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: THEATRE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R451 533 (PN B1) per annum Grade 2: R553 545 (PN B2) per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years

appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.

**DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES** : Ms LK De Goede Tel No: (044) 802-4352  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing.

**CLOSING DATE** : 05 July 2024

**POST 21/366** : **EMS STATION MANAGER GRADE 3 TO 6**  
 Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 3: R376 596 per annum  
 Grade 4: R455 079 per annum  
 Grade 5: R532 815 per annum  
 Grade 6: R591 741 per annum

**CENTRE** : Emergency Medical Services, Overberg District, Grabouw  
**REQUIREMENTS** : Minimum educational qualification: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 4:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 6:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). **Grade 3:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Inherent requirement of the job: Valid Code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner.

Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. **Grade 5:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols. Report writing skills. Computer literacy in the MS Office package.

**DUTIES** : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

**ENQUIRIES** : Mr. IS Naidoo Tel No: (023) 346 6022

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidate may be subjected to a practical assignment.

**CLOSING DATE** : 05 July 2024

**POST 21/367** : **CLINICAL TECHNOLOGIST: GRADE 1 TO 3 (NEUROPHYSIOLOGY)**

**SALARY** : Grade 1: R376 524 per annum

Grade 2: R439 755 per annum

Grade 3: R514 785 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital, University of Cape Town

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Neurophysiology. Registration With a Professional Council: Registration with the HPCSA as a Clinical Technologist in Neurophysiology. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent team player. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Advanced Knowledge in Neurophysiology, including objective electrophysiological diagnostic assessment in EEG, NCS, LTM, Evoke potentials (BAER/VEP/ERG) and Sleep investigations.

**DUTIES** : Perform various quality diagnostic procedures e.g. awake EEG, sleep EEG, awake/sleep EEG, day telemetry and Nerve conduction studies, electroretinograms, visual evoked potentials and auditory brainstem evoked response on in patients and outpatients. Providing accurate interpretation and reporting of neurodiagnostic procedures. Operate equipment and to ensure the correct function thereof as well as to trouble shoot. Liaise and collaborate with the multi-disciplinary team, to support the delivery of best practice for patient care. Management of all resources which included Assisting with maintenance of equipment. Provide Professional education and training to staff. Contribute and involvement with relevant research within the department.

**ENQUIRIES** : Prof Jo Wilmshurst Tel No: (021) 658-5434; email [jo.wilmshurst@uct.ac.za](mailto:jo.wilmshurst@uct.ac.za), Dr M Salie Tel No: (021) 658-5430; Email: [Moegamad.Salie@westerncape.gov.za](mailto:Moegamad.Salie@westerncape.gov.za)

- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 05 July 2024
- POST 21/368** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND SCM**  
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum  
**CENTRE** : Wesfleur Hospital  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year Diploma/Degree. Experience: Appropriate and proven experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate supervisory experience in the public sector. Inherent requirements of the job: Valid Driver's Licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Good knowledge of LOGIS, BAS, AR system and sound knowledge of applicable policies (PFMA, AO system and Treasury Instructions). Sound knowledge of all financial systems: BAS, LOGIS. Good computer literacy skills in (MS Office: Word and Excel).
- DUTIES** : Monitor, control and report expenditure and budget-related issues. Manage and co-ordinate the finance (expenditure and revenue), SCM, patient administration activities and functions, within the hospital. Advertise, award, and manage contracts and tenders and plan, implement and maintain financial control and handle audit queries. Responsible for internal controls and compliance in Finance & SCM. Render a support function to management in terms of SCM, and budget (expenditure & revenue control). Manage all Human Resource Management and related functions within the Finance, SCM and patient administration components.
- ENQUIRIES** : Mr D Pick Tel No: (021) 816 8558  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. The pool of candidates will be considered for other vacant Senior Admin Officer: Finance and Supply Chain posts within the Chief Directorate: Metro Health Services for a period of 3 months.
- CLOSING DATE** : 05 July 2024
- POST 21/369** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN AND ASSETS MANAGEMENT**  
Chief Directorate: Rural Health Services
- SALARY** : R376 413 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain and Asset Management. Appropriate Supervisory experience. Appropriate experience in LOGIS. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound theoretical knowledge of Supply Chain and Asset Management in warehouse and assets functions/modules on Logis. Sound knowledge of applicable policies (PFMA, Accounting Officer System of the Department of Health and Wellness, Supply Chain Management delegations and instructions). Computer literacy (Microsoft Office Excel and Word).
- DUTIES** : Logis System Controller. Manage and effectively co-ordinate the Supply Chain Management and Asset department. Accurate and timeous reporting as per Supply Chain Management guidelines including AFS and IFS. Execute compliance control related to Supply Chain and Asset Management. Effective and efficient management of the Human Resource Management processes in

the Supply Chain Management and Assets department. Handle audit queries regarding Supply Chain and Asset Management. Perform all administrative duties related to Supply Chain and Asset Management.

**ENQUIRIES** : Ms R van Renen Tel No: (021) 860-2617  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 05 July 2024

**POST 21/370** : **EMS SHIFT LEADER GRADE 3 TO 6**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 3: R317 751 per annum  
Grade 4: R376 596 per annum  
Grade 5: R455 079 per annum  
Grade 6: R558 714 per annum

**CENTRE** : Bredasdorp, (EMS) Overberg  
**REQUIREMENTS** : Minimum educational qualifications: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. **Grade 6:** Registration with the Health Professions Council of South Africa as an ECP. Inherent requirements of the job: Valid Code C1 driver's licence. Current Professional driver's permit. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Experience: **Grade 3:** Minimum of 3 years experience within your current registration category with the Health Professions Council of South Africa as an Ambulance Emergency Assistant (AEA). **Grade 4:** Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). **Grade 5:** Minimum of 3 years' experience in your current registration category with the Health Professions Council of South Africa as a Paramedic. **Grade 6:** Minimum of 3 years' experience in your current registration category with the Health Professions Council of South Africa as an Emergency Care Practitioner (ECP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Report writing skills. Computer literacy in the MS Office package.

**DUTIES** : Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of emergency vehicles and equipment in line with the Financial and Fleet directives. Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required. Ensure effective report writing with regard to accident and incident reports, loss and theft control incidents and safety incidents.

**ENQUIRIES** : Mr IS Naidoo Tel No: (023) 346 6022  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 05 July 2024

**POST 21/371** : **EMS SHIFT LEADER GRADE 3 TO 6**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 3: R317 751 per annum  
Grade 4: R376 596 per annum  
Grade 5: R455 079 per annum  
Grade 6: R558 714 per annum



<b><u>CENTRE REQUIREMENTS</u></b>	: Riviersonderend, (EMS) Overberg : Minimum educational qualification: <b>Grade 3:</b> Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). <b>Grade 4:</b> Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). <b>Grade 5:</b> Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. <b>Grade 6:</b> Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: <b>Grade 3:</b> Registration with the Health Professions Council of South Africa as an AEA. <b>Grade 4:</b> Registration with the Health Professions Council of South Africa as an ECT. <b>Grade 5:</b> Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Inherent requirements of the job: Valid Code C1 driver's licence. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Experience: <b>Grade 3:</b> Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Ambulance Emergency Assistant (AEA). <b>Grade 4:</b> Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). <b>Grade 5:</b> Minimum of 3 years experience in your current registration category with the Health Professions Council of South Africa as a Paramedic. <b>Grade 6:</b> Minimum of 3 years' experience in your current registration category with the Health Professions Council of South Africa as an Emergency Care Practitioner (ECP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Report writing skills. Computer literacy in the MS Office package.
<b><u>DUTIES</u></b>	: Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of emergency vehicles and equipment in line with the Financial and Fleet directives. Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required. Ensure effective report writing with regard to accident and incident reports, loss and theft control incidents and safety incidents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr IS Naidoo Tel No: (023) 346 6022 : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE CLOSING DATE</u></b>	: Shortlisted candidates will be expected to undergo a practical assessment. : 05 July 2024
<b><u>POST 21/372</u></b>	: <b><u>EMS LECTURER (PARAMEDIC) GRADE 1 TO 4 (X4 POSTS)</u></b> Chief Directorate: Emergency And Clinical Services Support
<b><u>SALARY</u></b>	: Grade 1: R304 617 per annum Grade 2: R376 596 per annum Grade 3: R461 625 per annum Grade 4: R540 537 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: College Of Emergency Care : Minimum educational qualifications: <b>Grade 1:</b> Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. <b>Grade 2:</b> Successful completion of the Critical Care Assistant (CCA) qualification or a recognized National Diploma that allows registration with the HPCSA as a Paramedic. <b>Grade 3:</b> Successful completion of the Critical Care Assistant (CCA) qualification or a recognized National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). <b>Grade 4:</b> Successful completion of the Critical Care Assistant (CCA) qualification or a recognized National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA). <b>Grade 2:</b> Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic with CCA or NDIP. <b>Grade 3:</b>

Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. **Grade 4:** Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Experience: **Grade 1:** None after registration with the HPCSA as Paramedic (CCA). **Grade 2:** 7 Years after registration with the HPCSA as Paramedic (CCA). **Grade 3:** Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. **Grade 4:** Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Valid code B/C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Proficient computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to provide mentorship and coaching. Ability to work in a team.

**DUTIES** : Provide effective and efficient instruction on clinical training programs. Ensure Adherence of students to College Standard Operating Procedures. Perform front-line vehicle duties with student and other clinical duties. Provide assistance on other training programs.

**ENQUIRIES** : Mr R. Cermak Tel No: (021) 938 4116/4115  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

**CLOSING DATE** : 05 July 2024

**POST 21/373** : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES/BILLING)**  
 West Coast District

**SALARY** : R216 417 per annum  
**CENTRE** : Vredendal Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Administration and the Accounting Field. Inherent requirement of the job: Willingness to work overtime and weekends when required, perform standby duties, and act as a reliever for the Admissions Department and Cashier when needed. Competencies (knowledge/skills): Excellent time management skills. Willingness to gain new knowledge and undergo training. Computer literacy (MS Word/Excel).

**DUTIES** : Control the correctness of the hospital patient bills, medical aids, road accident fund, and privately funded patients by the efficient and effective interpretation - Correct billing of all services rendered by State Departments, WCA, RAF, H2, H3, Medical Aid, and Private Doctor out-patient, and in-patients' invoices in the AR System. Ensure that the ICD 10 coding has been captured. Release Invoices. Printing of: Attendance invoice tracking report, Late attendances report, accumulative discharge report and Late Discharge report, to identify all State Departments, WCA, RAF, H2, H3, Medical Aid and Private Doctor out-patients admitted and discharged. Suspend inactive invoices with the code "SHOLD" through the "Suspensions" function in the AR system where services cannot be captured within 14 days. Liaise with relevant role players in matters relating to Patient Administration, Hospital Fees, and Case Management.

**ENQUIRIES** : Mr RJ Meyer Tel No: (027) 213 2039  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

**CLOSING DATE** : 05 July 2024

**POST 21/374** : **NURSING ASSISTANT: GRADE 1 TO 3 (ORTHOPAEDIC WARD) (X3 POSTS)**

**SALARY** : Grade 1: R165 177 per annum  
Grade 2: R192 675 per annum  
Grade 3: R227 070 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing.

**DUTIES** : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.

**ENQUIRIES** : Ms M Franken Tel No: (021) 658-5187

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

**CLOSING DATE** : 05 July 2024

#### **DEPARTMENT OF INFRASTRUCTURE**

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 08 July 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 21/375** : **DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: DOI 91/2024**

**SALARY** : R1 003 890 per annum (Level 12), all-inclusive salary package

**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree or higher) in the built environment; A minimum of 6 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project management; Personnel management; Contract administration of maintenance/construction contracts; Financial and procurement procedures; Occupational Health and Safety Act; Public Service Act and regulations; Public Finance Management Act; Skills needed: Analytical; Problem solving; Interpersonal and organisation; Written and verbal communication; Proven computer literacy.

**DUTIES** : Manage the planning, prioritization and reporting of all scheduled maintenance programme for user departments; Manage the planning, coordination and reporting of day-to-day maintenance projects; Ensure attainment of WCG' social and economic goals in the execution of all maintenance projects;

Manage multi-disciplinary project teams in the delivery of scheduled and maintenance projects; Ensure compliance to sound public management and administration; Optimise the utilization of available funds and resources allocated to George office.

**ENQUIRIES** : Mr R Monare Tel No: (021) 483 5310

**POST 21/376** : **PROFESSIONAL CIVIL/STRUCTURAL ENGINEER (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 19/2023 R2**

**SALARY** : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)  
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)  
Grade C: R1 068 342 – R1 254 282 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety Act and regulations; National building regulations and all relevant built environment legislation; Financial management; Programme and project management; Built environment (civil/structural engineering design and analysis in the construction of office buildings and general facilities; Computer aided design of building structures and services; Design of different structural systems; Design of roads, water, storm water and sewer reticulation and systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Skills needed: Decision-making, leadership, problem solving and analysis, people management, technical report writing, planning and organising, conflict management; Proven computer literacy (MS Office; MS Project, Revit, AutoCAD and engineering application); Ability to work under pressure, meet deadlines and work in a team.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

**ENQUIRIES** : Ms C Skillicorn Tel No: (021) 483 4605

**POST 21/377** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL REF NO: DOI 89/2024**

**SALARY** : Grade A: R833 499 per annum, (OSD as prescribed)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Bachelor of Science in Engineering or Bachelor of Engineering (or relevant qualification); A minimum of 3-years post registration experience Engineering (Electrical); Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Recommendation: None. Competencies: Knowledge of the following: design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation-PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems), Built Environment especially regarding engineering design and analysis in the construction of Health Facilities, computer support design of building and services, programme and project management, legal compliance and formulation of policies in a multi-disciplinary professional environment, SANS Regulations and all relevant built environment legislation, contract documentation and administration, Act/regulations of Occupation Health & Safety (OHS- Act), National Building Regulations. Skills needed: research and development, technical report writing, decision making, analytical, team leadership and financial management, Proven computer literacy (MS Office).

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: co-ordinate tender procedures, undertake project leading and investigations, report on and plan the maintenance of electrical engineering works, supervise technical personnel, ensure training and development of staff, implement legal requirements and standards, verify documentation, compiled by other professional disciplines, monitor and control expenditure and report on expenditure and service delivery, continuous professional development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain

engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, supervise the engineering work and processes, administer performance management and development. Office administration and budget planning: manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, monitor and control expenditure, report on expenditure and service delivery. Research and development: Continuous professional, development to keep up with new technologies and procedures, research/literature studies one engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters

**ENQUIRIES**

:

Mr Kevin Kameri Tel No: (021) 483 5362

**POST 21/378**

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**PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: DOI 92/2024**

**SALARY CENTRE REQUIREMENTS**

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Grade A: R833 499 per annum, (OSD as prescribed)  
Department of Infrastructure, Western Cape Government  
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification in Civil/Structural engineering; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; Or have submitted with ECSA for professional registration as a Professional Engineer (proof of payment and letter of acknowledgment from ECSA to be submitted with application)and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment); A valid code B driving licence. Recommendation: Experience of the following: Contract documentation and administration; Project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement, networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act);National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.

**DUTIES**

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Manage service providers (PSPs, contractors, etc.), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation, etc. as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES**

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Ms M Greeff at Mercia.Greeff@westerncape.gov.za

**POST 21/379**

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**CHIEF WORKS INSPECTOR (BUILDING): GENERAL INFRASTRUCTURE REF NO: DOI 87/2024**

**SALARY CENTRE**

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:

R552 081 per annum (Level 10)  
Department of Infrastructure, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid code B (or higher) driving license. Competencies: Knowledge and experience of the following: Preparation of tender documentation and specifications, adjudicate tenders, plans and working drawings; Interpretation of Bills of Materials; Skills needed: Written and verbal communication; Interpersonal relations; Proven computer literacy (MS Office); technical experience of building matters; familiar with contract administration, Occupational Health and Safety Act, and relevant regulations.
<b><u>DUTIES</u></b>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing building by ensuring that customer complaints are investigated and followed-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr D Jooste Tel No: (021) 832 5780
<b><u>POST 21/380</u></b>	:	<b><u>CONTROL WORKS INSPECTOR: TECHNICAL SERVICES (HEALTH) REF NO: DOI 24/2024 R1</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R552 081 per annum (Level 10) Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A National/Diploma (T/N/S stream) or equivalent qualification (Building/ Civil and structural streams); or An N3 and passed trade test in the building environment; or Registration as an Engineering Technician; and A minimum of 6 years appropriate experience; A valid (Code B or higher) driving licence. Recommendation: Extensive practical experience in the construction industry including maintenance work; Proven Project Management experience in a built environment. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy (MS Project, Word, Excel, and PowerPoint).
<b><u>DUTIES</u></b>	:	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 followed-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr Terence Fester Tel No: (021) 483-3882/ Cell 0824977542
<b><u>POST 21/381</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DOI 26/2023 R1</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09) Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Advanced Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in finance, supply chain management, accounting, or auditing. Recommendation: Accounting experience; Working knowledge of Standard Charts of Accounts; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the relevant legislative and regulatory requirements; Project management skills; Proven computer literacy; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements, and taking cognisance of: The needs assessment, the availability of funds and the market assessment

and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and for providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals

**ENQUIRIES** : Ms P Van Der Merwe Tel No: (021) 483 6915

**POST 21/382** : **ASSISTANT DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: DOI 98/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Built environment/Business; A minimum of 3years experience of Immovable Asset Management and IAR-related. Recommendation: A valid code B (or higher) driving license. Competencies: Knowledge of the relevant legislative and regulatory requirements; Project management skills; Proven computer literacy; Written and verbal communication skills. Knowledge of the following: Government Immovable Asset Management; Municipal Valuation rolls; Conveyancing procedures; Read and interpret SG Diagrams; Read and interpret Title deeds, restrictive conditions and clauses; Vesting of State Properties; Management of extensive immovable asset register database; Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team; Problem-solving and Decision-making.

**DUTIES** : Update and maintain the immovable asset register based on completeness tests, legislative requirements and changes pertaining to immovable assets; Undertake ownership function such as vesting, endorsements, consolidations, sub-divisions, verifications, inspections and sanitizing of the existing immovable asset portfolio; Report on Immovable Assets; Develop and monitor policies SOPs pertaining to the Immovable Asset Register; Research and determine ownership of problematic cases, such as un-surveyed and unregistered properties.

**ENQUIRIES** : Mr B Tshendu Tel No: (021) 483 4306

**POST 21/383** : **STRATEGIC SOURCING SPECIALIST: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 75/2024**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years' experience in Supply Chain Management. Recommendation: Working knowledge of the following: Supply Chain duties, and practices as well as the ability to capture data accurately, operate computers and collect statistics; Understanding of legislative framework governing the Public Service; Work procedures in terms of the working environment; Supervisory experience. Competencies: Knowledge of legislative and regulatory requirements. Skills in the following: Written and verbal communication; Proven computer literacy (MS Word, MS Excel, and systems); Planning and organising; Applied strategic thinking; Teamwork; Flexibility and Interpersonal relations language.

**DUTIES** : Develop strategic sourcing strategy; Analyse of procurement requests; Review and approve requisition forms in line with departmental procurement plan; Ensure implementation of sourcing strategy and related activities; Evaluate relevant form of specialised procurement activities and develop specialised procurement activities.

**ENQUIRIES** : Mr E Sawall Tel No: (021) 483 5053

**POST 21/384** : **SENIOR STATE ACCOUNTANT: DEBTS REF NO: DOI 88/2023 R1**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/ B- Degree or equivalent qualification) in Financial Accounting or related; A minimum of 1-year supervisory experience in a Financial Accounting/Management

		environment; A valid code B (or higher) driving licence. Recommendation: Proven computer literacy (Ms Excel). competencies: Knowledge of the following: Revenue and Debt Management; PFMA and applicable legislation. Skills in the following: Communication (verbal and written) skills in the following: High level of computer literacy (MS Office), especially high level of excel capability and managing databases in excel; Ability to work in a team, Ability to work under pressure; change management; supervisory; time management, planning and organising and analytical and problem solving.
<b><u>DUTIES</u></b>	:	Revenue and Receivables Management: Manage the development and maintenance of Policies and Standard Operating Procedures; relevant accounting system; collection of fees; receipting system; reconciliations; preparation of bad debt write-off and monitoring and analysis of debtors. Disclosures in the financial statements and reporting according to GRAP 2: Manage the information of the disclosure of debtors in the financial statements; gathering of applicable revenue information to be included in the statement of performance with notes in the Financial Statements; preparation of debtor status reports; preparation of exposure to non-recoverable debt reports. Analyse System reports: Access and interpret financial reports. Operational management of the Sub-component: Human Resource Management; Service delivery management; Financial Resource Management; Information management; Performance management; Compliance management.
<b><u>ENQUIRIES</u></b>	:	Ms R Ceasar Tel No: (021) 483 4305
<b><u>POST 21/385</u></b>	:	<b><u>HUMAN RIGHTS OFFICER: CORPORATE SERVICE MANAGEMENT REF NO: DOI 90/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum (Level 08)
	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A minimum of 1-year relevant experience; A valid code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Application of relevant legislation; National and provincial policies on human rights, gender, disabilities, youth and children; Transversal HIV/AIDS policy; Human rights policies and practices; Transformation processes; Employment equity processes; Affirmative action process; Departmental Strategic and Service Delivery Plan; Departmental objectives; Departmental operational strategies; Working knowledge of systems (e.g. ECM); Skills needed: Communication(written and verbal); Proven computer literacy in MS Office; Good planning; Interpersonal; Record keeping.
<b><u>DUTIES</u></b>	:	The responsibility for department integration of Human Rights issues (gender, disability, youth and children) while also driving external programmes as per Human Rights Strategic Framework; The implementation of departmental policies and programmes with a focus on Human Rights (gender, disability, youth and children) in the Department; The provision of guidance, advice and support on human rights policies and practices to all stakeholders (management, functional units, co-workers, NGO's, civil organisations); The co-ordination of specific gender, disability and youth training for all staff to ensure that the Human Rights are integrated into all aspects of the work; The establishment of partnerships and facilitation of inter-sectoral collaboration between the Department, NGO's and civil organisations with a focus on gender, disability, youth and children and related to Infrastructure; Acting as link to the Provincial Directorate Human Rights and this Department
<b><u>ENQUIRIES</u></b>	:	Mr D Kilian Tel No: (021) 483 9597
<b><u>POST 21/386</u></b>	:	<b><u>CHIEF WORKS INSPECTOR (BUILDING): GENERAL INFRASTRUCTURE (GEORGE) REF NO: DOI 38/2024 R1</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 per annum (Level 08)
	:	Department of Infrastructure, Western Cape Government
	:	A National Diploma (T/N/S streams) or equivalent; or N3certificate (or higher) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years appropriate building experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following:



		Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and experience of the following: Preparation of tender documentation and specifications, Adjudicate tenders, plans and working drawings; Interpretation of Bills of Quantities; Skills needed: Written and verbal communication in two of the three official languages of the Western Cape Province; Interpersonal relations; Proven computer literacy (MS Office); technical experience of building matters; familiar with contract administration, Occupational Health Safety Act and relevant regulations.
<b><u>DUTIES</u></b>	:	Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documents and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<b><u>ENQUIRIES</u></b>	:	Ms Refiloe Monare Tel No: (021) 483 5310
<b><u>POST 21/387</u></b>	:	<b><u>PERSONAL ASSISTANT: PROVINCIAL PUBLIC WORKS REF NO: DOI 84/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering a support service to management/senior management. Competencies: knowledge of the following: Relevant legislation, policies, prescripts, and procedures; Office Administration; Database Management; Information and Records Management; procurement processes; Financial administration; Functioning, systems, and processes of government; General information support systems such as GoFin/BAS and ECM/SharePoint. Skills needed: Written and verbal communication skills; Proven computer literacy; Organisational; Client liaison and networking; Report writing; Research; Problem solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.
<b><u>DUTIES</u></b>	:	Provides a secretarial or receptionist support service to the manager; Renders administrative support services; Provide support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly
<b><u>ENQUIRIES</u></b>	:	Dr G Kode Tel No: (021) 483 2593
<b><u>POST 21/388</u></b>	:	<b><u>REGIONAL FOREMAN: ROUTINE MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE -REGION 2, REF NO: DOI 86/2023 R1</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code B (or higher) driving licence with PDP. Recommendation: Experience in the following: Maintenance and management of multiple teams on road construction and/or maintenance projects; Civil construction activities; Operating minor construction machines; Willingness to travel as required. A valid Code EC driving license is recommended. Competencies: Knowledge of the following: Standards and procedures; Administrative processes; Health and Safety; Disciplinary measures and Legislation. Skills needed: Supervisory; Planning and problem solving; Communication (verbal and written); Conflict and diversity management; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated; Logical thinking. Ability to interpret and give instructions.
<b><u>DUTIES</u></b>	:	Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the

road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that deadlines are met, and safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network

**ENQUIRIES** : Mr M Stegmann Tel No: (044) 272 6071

**POST 21/389** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (FITTER AND TURNER)- BELLVILLE REF NO: DOI 34/2023 R1**

**SALARY** : Grade A: R230 898 - R256 263 per annum  
Grade B: R270 915 - R300 675 per annum  
Grade C: R314 751 -R386 775 per annum  
(Salary will be determined as per OSD prescripts).

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing, Team leadership; Problem solving and analysis; The following skills: Decision making; Teamwork; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.

**DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures

**ENQUIRIES** : Mr E Louw Tel No: (021) 959 7700

**POST 21/390** : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOI 97/2024 (X3 POSTS)**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an asset management / warehouse management / inventory management environment. A valid CodeB (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Written and verbal Communication; Concern for others; Self-management; Diversity citizen; Knowledge of accounting.

**DUTIES** : Order and Receive assets; Obtain quotes in accordance with policies and prescripts; Maintain contracts file and asset register; Report on movement of assets; Check if transactions comply with legislative requirements with regards to transaction control sheet.

**ENQUIRIES** : Mr C Matthyse Tel No: (021) 483 4636

#### **DEPARTMENT OF LOCAL GOVERNMENT**

**CLOSING DATE** : 08 July 2024

**NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic

managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 21/391** : **DIRECTOR: DISASTER OPERATIONS REF NO: LG 22/2024**
- SALARY** : R1 216 824 per annum (Level 13)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Disaster Management or related qualification; A minimum of 5 years relevant middle/senior-management experience; A minimum of 3 years relevant disaster management experience. Recommendation: A valid code B driving licence; Social Science Qualification; Project Management Certification. Competencies: Sound knowledge of emergency and disaster management concepts, programmes and practices; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships; Report writing, data acquisition and analysis; Knowledge Management; Service Deliver Innovation.
- DUTIES** : To oversee the co-ordination, monitoring and support of the following: Disaster preparedness and response functions as specified in the Disaster Management Act; Disaster institutional capacity (IGR); Disaster recovery functions as specified in the Disaster Management Act; coordinates and contributes to the implementation of government's disaster management policies, programs and projects; Human Resource Management; Sound Labour relations within the directorate; Financial Management; Participate in the strategic management and performance management processes; Strategic capability and leadership Disaster Management Intergovernmental relations; Disaster Preparedness and response; Disaster Recovery.
- ENQUIRIES** : Mr C Deiner Tel No: (021) 937 6301
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 21/392** : **DIRECTOR: DISASTER RISK REDUCTION REF NO: LG 23/2024**
- SALARY** : R1 216 824 per annum (Level 13)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification in Disaster or Emergency Management/ Public Management/ Environmental Science/ Public Health/ Human Sciences or related field as recognised by SAQA; A minimum of 5 years relevant middle-management/senior management level experience.; A minimum of 3 years relevant disaster management experience. Recommendation: Extensive experience in one or more of the following fields will serve as a recommendation: Emergency Response; Crisis Communication; Incident Command System; Risk Assessment and Mitigation; Planning and Preparedness; Recovery and Rehabilitation; Interagency Coordination;

Training and Education Competencies: Proven knowledge and working experience of the following: Legislation, regulatory frameworks, policies and best practices; Information Systems which aids the management of knowledge and information; Procurement and tendering processes; Policy development; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Accounting Finance and Auditing; Stakeholder engagement; Build and maintain working partnerships; Economic, financial analysis; Report writing, data acquisition and analysis; Legal administration.

**DUTIES** : To oversee the coordination, monitoring and support of the following: Disaster risk identification, early warning and intervention programmes in the province; Disaster risk reduction (prevention and mitigation) programmes; Disaster risk reduction measures; Develop and maintain a disaster risk profile and maintain an ICT programme; Implement mechanisms for disaster early warnings; Develop and maintain prevention and mitigation programmes; Develop, coordinate and maintain integrated education, training, awareness and research programmes; Develop and implement risk reduction projects; Render a project management service; Integrate disaster management plans with development plans; Integrate disaster management with spatial development plans; Actively participate and drive strategic management and performance management within the directorate; Change Management; People Management; Financial Management of the directorate.

**ENQUIRIES** : Mr C Deiner Tel No: (021) 937 6301  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### OTHER POSTS

**POST 21/393** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): MUNICIPAL INFRASTRUCTURE REF NO: LG 19/2024**

**SALARY** : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)  
 Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)  
 Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)

**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification in Civil Engineering; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement

and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES** : Mr M Brand Tel No: (021) 483 2856  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.  
**CLOSING DATE** : 08 July 2024

**POST 21/394** : **DEPUTY DIRECTOR: MUNICIPAL SUPPORT AND CAPACITY BUILDING (HUMAN RESOURCE MANAGEMENT) REF NO: LG 20/2024**

**SALARY** : R849 702 per annum (Level 11)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Human Resource Management; A minimum of 3 years management level experience. Recommendation: Experience as a Local Government Human Resources Management Practitioner or general HR Practitioner; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Municipal Staff Regulations for staff below S54 and related legislation; Public sector reporting procedures; Human Resource Management; Research and analysing. Skills needed: Communication (written and verbal); Proven computer literacy in MS Office packages; Presentation; Policy analysis and development; Project management; Leadership; Report writing; Ability to interpret and apply policies.

**DUTIES** : Administer the provincial statutory responsibilities with regard to Municipal Staff Regulations (MSR) and related legislation: Have the capacity to analyse organisational structures, aligned to MS Rand provide comments; Monitor whether municipalities comply with the provisions of the MSR Regulations and related legislation; Support municipalities with implementation of MSR Regulations; Deal with complaints, queries and requests from municipalities, ministerial and departments; To manage internal human resources and perform management; To provide the financial management and strategic inputs of the Sub-directorate.

**ENQUIRIES** : Dr S. Greyling Tel No: (021) 483 6126  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.  
**CLOSING DATE** : 08 July 2024

**POST 21/395** : **DEPUTY DIRECTOR: INFRASTRUCTURE GOVERNANCE AND SERVICE DELIVERY REF NO: LG 18/2024 (X3 POSTS)**

**SALARY** : R849 702 per annum (Level 11)  
**CENTRE** : Department of Local Government, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Civil Environment; A minimum of 3years management level experience. Recommendation: Provincial or Local government experience. Registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician or Technologist. Competencies: Knowledge of the following: Programme and Project Management; Engineering design and analysis; Computer applications; Legal compliance; Technical and general report writing; Monitoring systems; Managing contractors and consultants; Skills needed: Communication (written and verbal); Engineering and professional judgement; Disciplinary codes and procedures; Networking; Financial systems; Ability to create a high performance culture.
- DUTIES** : Investigate service delivery complaints from public; Develop indicators for monitoring maturity levels in terms of infrastructure governance and service delivery; Monitor, evaluate and support Municipalities in Infrastructure Governance and Service Delivery; Participate in IGR platforms, TIME, SIME, IDP, LGMTEC and JDMA; Plan the component budget and manage expenditure; DLG grant management; Logistical support for Quarterly Municipal Infrastructure Planning Forum as well as Bi-Annual Municipal Infrastructure Forum; Action minute taking and follow-up.
- ENQUIRIES APPLICATIONS** : Mr M. Brand Tel No: (021) 483 2856  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 08 July 2024
- POST 21/396** : **ASSISTANT DIRECTOR: INFRASTRUCTURE GOVERNANCE AND SERVICE DELIVERY REF NO: LG 16/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Department of Local Government, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil or Electrical Engineering; A minimum of 3 years relevant Civil or Electrical Engineering experience. Competencies: Knowledge of the following: Job related knowledge; Programme and Project Management; Engineering design and analysis knowledge; Legal compliance; Monitoring systems Skills in the following: Computer literacy; Written and communication skills; Analytical skills; Self-management; Customer focus and responsiveness; Planning and Organising; Conflict Management; Change Management; Problem Solving and Analysis; Innovation; Ability to work independently; Self-disciplined and motivated; Adaptable and receptive to new ideas and suggestions; Ability to use various systems.
- DUTIES** : Support the investigation of service delivery complaints from the public; Develop indicators for monitoring maturity levels in terms of infrastructure governance and service delivery; Participate in IGR platforms; Assist with the development of the Single Support Plan from a municipal infrastructure perspective and facilitate the implementation thereof; Human resource management; Perform an oversight role over the capital expenditure; Monitor the progress on grant expenditure by municipalities.
- ENQUIRIES APPLICATIONS** : Marius Brand Tel No: (021) 483 2856  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214.

Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.  
08 July 2024

**CLOSING DATE**

**POST 21/397**

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LG 17/2024**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R444 036 per annum (Level 09)  
Department of Local Government, Western Cape Government  
An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience in a supply chain management working environment. Recommendation: A valid code B (or higher) driving license. NB People with disabilities with restricted driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Supply Chain Management legislation and policies; Working knowledge of the LOGIS System; Working knowledge of the Electronic Procurement Solution; Working knowledge of the Automated Procurement Planning Toolkit. Skills in the following: Computer literacy in MS OfficePackage (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Interpersonal relations; Flexibility; Accuracy; Planning and organising; Numeracy skills; Problem Solving; People management and empowerment; Ability to work independently and as part of a team.

**DUTIES**

Coordinate/oversee the administration of the demand, acquisition and logistics processes Maintenance and management of Departmental assets, which includes IFS/AFS/monthly reporting; Render an effective contract management service; Compile and review Specifications and Terms of Reference as required; Ensure the timeous issue of order numbers and the subsequent payment of service providers. Provide support and facilitate the logistical arrangements pertaining to the relevant bid committees, quotation committee as well as the disposal committee; Develop, review, implement and monitor SCM policies in line with relevant legislation.

**ENQUIRIES**

**APPLICATIONS**

Mr A Seale Tel No: (021) 483 9132  
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE**

Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE**

08 July 2024

**POLICE OVERSIGHT AND COMMUNITY SAFETY DEPARTMENT**

**APPLICATIONS**

To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE**

08 July 2024

**NOTE**

Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

**POST 21/398** : **DEPUTY DIRECTOR: SECURITY SUPPORT SERVICES REF NO: POCS 06/2023 R1**

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience in a safety and security environment. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Safety and security related legislation, standards and regulations (understanding and interpretation); Treasury Regulation, Treasury Instructions and departmental delegations; Safety and security management and risk management processes; Application of legislation, policies and prescripts, strategic planning processes; Public management and administration; Relationship management; Skills needed: Planning and organising; Problem solving and decision-making; Written and verbal communication; Computer literacy (MSOffice); Project management; Information technology; Strategic planning management; Interpersonal; Analytical; Observation; People management; Continuous improvement.

**DUTIES** : Provide management support on policy and strategic matters; Management of the financial and human resources of the program; Develop, review, and maintain a strategic process in line with the MTSF; Develop and maintain a security information system for utilisation by the organisation; Support the program manager in the implementation of adhoc projects.

**ENQUIRIES** : Ms G Lutz Tel No: (021) 483 2954

**POST 21/399** : **CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICES REF NO: POCS 02/2023 R1**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher); A minimum of 1-year relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation Working knowledge of the following: Risk Management ISO31000, Business Continuity Management ISO 22301, Information Security ISO 27001, and security risk management. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards, and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

**DUTIES** : Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes, and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.

**ENQUIRIES** : Ms K Schumann Tel No: (021) 483 4061

## WESTERN CAPE MOBILITY DEPARTMENT

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 08 July 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries



person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 21/400** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE AND REPAIR AND MAINTENANCE COORDINATION REF NO: WCMD 27/2024 (X2 POSTS)**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in a technical field, e.g. NTC 3; A minimum of 6 years relevant experience in the Motor Industry Trade or Fleet Management environment with management experience; A valid code C (or higher) driving license. Recommendation: Qualified Motor Mechanic or Panel beater; Experience in the following: Government and/or other motor transport fleet agencies; RMI/SAMBRA (or equivalent) grading systems; Audatex/Abuntex system performing cost analyses. Competencies: Knowledge of the following: BBB-EE Act; Fleet Management Systems; Technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Office administration; Client Liaison Management. Skills needed: Good planning and organising; Problem solving; Negotiation; Conflict resolution; Communication (Written and verbal); Computer literacy. Ability to meet stringent deadlines (i.e. vehicle downtime management).

**DUTIES** : Oversee the daily operations of fleet repairs and maintenance with regards to quotes management, authorizations, invoice management and in-process scanning of R&M documentation; Review R&M requests for mechanical repairs, crash repairs, annual and kilometre servicing, maintenance, tire replacement, vehicle glass, auto electrical, tow ins and approve, reject or recommend requests to manager for approval; Plan and oversee daily, quarterly, bi-annual and annual inspection of the GMT fleet; Oversee the repair process of vehicles booked in at GMT or at merchants/dealerships and coordinate requests for quotes(RFQ), audatex reports and auctioneers valuation; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with Vehicle Related Suppliers (i.e. Vehicle Dealerships, Panel Beater firms, etc.) for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions; Review GMT work distribution to Vehicle Related Suppliers; Review recommendations from Technical Assistants where vehicle quotes for repairs exceed the value of the vehicle or reached their economic life cycle and approve the use of parts or withdrawal from service; Review and recommend TV6/28 vehicle condition; Assessments to dispose of vehicles via online auctions; Establish and maintain appropriate systems of internal control and financial management to ensure compliance with governance prescripts; Provide training and guidance to R&M Technical Assistants, Drivers, and Technical Aids to drive with accountability to achieve organisational service standards; Detecting and preventing vehicle maintenance and repair fraud as well as institute recoverable cost claims against Client Institutions for non-compliance of fleet maintenance and repair prescripts.

**ENQUIRIES** : Mr R. Fourie Tel No: (021) 467 4747

**POST 21/401** : **ADMINISTRATIVE OFFICER: NATIS TRAINING REF NO: WCMD 26/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant NaTIS and administrative experience; A valid code B or higher driving license, or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial NaTIS Security Policy; National Traffic Information System (NaTIS); Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Presentation; Legal Administration.

**DUTIES** : Supervise and coordinate the activities relating to NaTIS training; Facilitate training for NaTIS users in the Western Cape; Supervise all the activities relating to the auditing of NaTIS transactions and other key tasks performed by internal NaTIS users; Supervisory functions.

**ENQUIRIES** : Mr BD Ellie Tel No: (021) 483 2828

**POST 21/402** : **PERSONAL ASSISTANT: TRANSPORT ADMINISTRATION AND LICENSING REF NO: WCMD 25/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Basic financial administration; Understand the functioning, systems, and processes of government; General information support systems such as BAS and MYTRACK. Skills in the following: Language; Computer Literacy; Sound Organisational; Good People; Written Communication; Client Liaison and Networking; Report Writing; Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.

**DUTIES** : Provides a secretarial/receptionist support service to the Director; Renders administrative support services; Provide support to Director regarding meetings; Supports the Director with the administration of the Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Mr RW Barreiro Tel No: (021) 483 2061

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 08 July 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 21/403** : **SOCIAL WORK POLICY DEVELOPER: VICTIM EMPOWERMENT REF NO: DSD 34/2024**

**SALARY** : Grade 1: R429 573 - R487 650 per annum, (OSD as prescribed)

Grade 2: R507 198 - R687 918 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code (B or higher) Driving license. Recommendation: Proven track record of working in the victim empowerment sector. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes;

Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Trauma intervention with adults; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving; Financial management; Monitoring and evaluation; Contract Management; Proven computer literacy and Communication (Written and verbal).

**DUTIES** : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative/Programme Specific Norms and Standards/Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme/regions/Executive Authority/Head of Department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder Management/Relationship Management ( International/Local/Regional); Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES** : Ms L Goosen Tel No: (021) 483 9394

**POST 21/404** : **STATE ACCOUNTANT: BUDGET MONITORING AND REPORTING REF NO: DSD 37/2024 (X2 POSTS)**

**SALARY** : Grade 1: R429 573 - R487 650 per annum, (OSD as prescribed)  
Grade 2: R507 198 - R687 918 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Accounting or related field; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Financial and budgetary management processes; Monitoring and reviewing reports; Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration (Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act; Medium Term Expenditure Framework); Research, gathering information and analysing; Interpretation of policies; Compilation of management reports; Record keeping procedures; Skills needed: Planning and organising; Proven computer literacy; Written and verbal communication; Time management; Analytical thinking; Strategic thinking; Project planning; Problem solving; Decision making; Presentation; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to work independently and as part of a team.

**DUTIES** : Compile and manage departmental budget and MTEF process; Manage the departments expenditure and revenue; HR administration; Revenue.

**ENQUIRIES** : Ms J Abercombie Tel No: (021) 483 3927

**POST 21/405** : **SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG REGION) REF NO: DSD 36/2024**

**SALARY** : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)  
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)  
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)  
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30

years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES** : Ms L Louwat Tel No: (023) 348 5300

**NOTE** : People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

**POST 21/406** : **SOCIAL WORKER: SOCIAL WORK SERVICES (WEST COAST REGION)**  
**REF NO: DSD 38/2024**

**SALARY** : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)  
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)  
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)  
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use

		resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<b><u>DUTIES</u></b>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms I Koen Tel No: (021) 840 3500
<b><u>NOTE</u></b>	:	People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.
<b><u>POST 21/407</u></b>	:	<b><u>SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN METRO NORTH REGION) REF NO: DSD 40/2024</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed) Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed) Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed) Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development, Western Cape Government
	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; <b>Grade 1:</b> No experience; <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 4:</b> A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social wellbeing; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
<b><u>DUTIES</u></b>	:	Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (casework, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms L Louwat Tel No: (023) 348 5300
<b><u>NOTE</u></b>	:	People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

**POST 21/408** : **REGISTRY CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 35/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem-solving.

**DUTIES** : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing(electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Open and maintain franking machine register; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.

**ENQUIRIES** : Ms E Heydenrych Tel No: (023) 342 6809

**POST 21/409** : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT REF NO: DSD 39/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent) with accounting or mathematics as a passed subject. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public service financial legislations, procedures and Treasury regulations (PFMA, DORA,PSA, PSR, PPPFA, Financial manual); Basic financial operating systems; Skills needed: Written and verbal communication; Computer literacy; Planning and organising; Interpersonal relations; Flexibility; Aptitude for figures; Ability to perform routine tasks.

**DUTIES** : Render financial accounting transactions; Perform bookkeeping support services; Perform expenditure administration and support services; Perform administration and support services.

**ENQUIRIES** : Mr J Joubert Tel No: (021) 483 6022

**POST 21/410** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN WEST COAST REGION) REF NO: DSD 33/2024**

**SALARY** : Grade 1: R182 913 – R207 024 per annum, (as prescribed by OSD)  
Grade 2: R215 442 – R245 847 per annum, (as prescribed by OSD)  
Grade 3: R255 933 - R321 741 per annum, (as prescribed by OSD)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

**DUTIES**

: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

**ENQUIRIES**

: Dr J du Toit Tel No: (022) 713 2272