

## **DEPARTMENT OF EDUCATION**

### **INTERNAL ADVERT 02/2019**

Date of issue: 12 June 2019

#### **PROJECT OFFICER (1 YEAR CONTRACT) (3 POSTS)**

#### **COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT**

*Notch: R376,596 per annum (Level 9)*

*Centre: Head Office – Zwelitsha*

*Ref: HR 01/06/19*

**REQUIREMENTS:** A three years relevant post matric qualification in a University or University of Technology, formerly known as a Technikon with Project Management as a Major. Qualification in either the Horticulture, Health, Environmental Health or Food will be used as an added advantage. A minimum of three year's supervisory experience. A valid CODE 08 Driver's license. **Additional Requirements:** An ability to work long hours, travel long distances, reach out to rural environments and be away from home for extended periods of time. **Competencies:** Advanced Computer Presentation skills. Advanced Data Management skills. Report writing skills. Networking skills. People, knowledge and Project management skills. Good inter-personal relations/team player.

**KPA's:** Constitute a project management unit at Head Office and the twelve Districts through the two Clusters. Under the stewardship of Chief Education Specialist-National School Nutrition Programme (CES-NSNP) understudy the Technical Support Entity contracted for the envisaged roll out of the Small Holder Farmer Procurement Model. Provide project management expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficiation in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and "standardizing" project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the ECDoE accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables

#### **DATA CAPTURER (1 YEAR CONTRACT) (3 POSTS)**

#### **COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT**

*Notch: R 173,703 per annum (Level 05)*

*Centre: Head Office – Zwelitsha*

*Ref. HR 02/06/19*

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.

**KPA's:** Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated for Peer Group Trainers and Learner Support Agents. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Prepare documentation for the payment of LSA's. Liaison with districts for monthly reports for the payment of LSA's. Filling and logistics for HIV & Aids Programmes. Write and submit reports on monthly basis.

**AUXILIARY WORKER (1 YEAR CONTRACT) (2 POSTS)**  
**COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT**

*Notch: R 102,534 per annum (Level 02)*

*Centre: Head Office – Zwelitsha*

*Ref. HR 03/06/19*

**REQUIREMENTS:** A minimum of Grade 8/Std6 with no experience needed. Good communication skills and Good Customer Care. Must be able to accept responsibility Knowledge of Basic Conditions of Employment. Appropriate experience will be an added advantage.

**KPA's:** Collecting and delivery of post. Maintenance of government vehicle. Collection and distribution of documents inside and outside the district/department. Capture documentation for processing and information using spread sheet to ensure that the information is captured and recognize and identify problems and report to the supervisor. Avail the information captured to all relevant offices. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplarily role in building team work in the office, act as a team player contributing to the holistic outcomes of the office.

**PRINCIPAL PERSONNEL OFFICER**  
**COMPONENT: HUMAN RESOURCES ADMINISTRATION AND PRACTICES**

*Notch: R 257,508 per annum (Salary Level 7)*

*Centre: Amathole West*

*Centre: OR Tambo Coastal (2 posts)*

*Centre: Amathole East*

*Ref No: HR 04/06/19*

**REQUIREMENTS:** NQF 6 in HRM or Public Management with three years relevant experience or Matric with 8 years' experience in the field of Human Resource Administration and Practices. Knowledge Human Resource and personnel management prescripts and procedures. Computer Literacy. Practical working knowledge of Persal. A good knowledge and understanding of legal framework governing Human Resources. A Valid CODE 08 Driver's license and willingness to travel is essential.

**KPA's:** Handle administrative processes regarding recruitment, selection and placement which includes advertising of vacancies, processing of applications, attending to interviews, filling of posts and the drafting of the applicable letter, writing of submissions regarding the mentioned processes. Handle administrative processes with regards to service benefits which entails service terminations, pension entitlements, housing allowances, state guarantees, appointments, promotions and transfers, all types of leave absence, performance management incentives, writing of submissions regarding the mentioned processes. Prepare and provide statistics to the Assistant Manager and DD: HRA&P. Ensure adherence to effective implementation with regard to HR Policies, Regulations and Acts. Manage projects as identified and Head Office Labour Relations Manager upon request. Alternative duties may be added as decided by Deputy Director: HRA&P. Supervise staff within span of control.

**HR DEVELOPMENT OFFICER**

**COMPONENT: HRD**

*Notch: R 257,508 per annum (Salary Level 7)*

*Centre: Chris Hani West*

*Ref No: HR 05/06/19*

**REQUIREMENTS:** • NQF 6 in Human Resource Management/Development or Management of Training with a minimum of three years relevant experience in HR Development or Matric with 8 years' experience within the HR Development environment. A valid code 08 driver's licence. Knowledge of standards, practices, processes and procedures related to HR Development and Training. Ability to analyse data in order to compile reports. Good communication skills • Innovative •Creative Resourceful • Ability to work under stressful situations. •Ability to communicate at all levels. •People Orientated

**KPA's:** • Interpret HRD and Training policies and prescripts and monitor its implementation. Administer and maintain a database to generate monthly reports for all training interventions. Render a service to SDC. Consult

and advice line managers on all HRD and Training policies, procedures and interventions. Assist with the process of obtaining and collating training needs. Develop, implement and evaluation the workplace skills plan and coordinate induction training. Ensure that administration pertaining to training intervention is up-to-date, accurate and thorough. Administer the process regarding the identification and nomination of candidates/participants pertaining to training. Compilation of training reports. Ensuring that all reports are aligned with SETA requirements. Assist with the monitoring and administration of the Staff performance management systems at district including schools. Render support in Employee Assistance Program (EAP) Perform supervisory functions. Supervise staff within span of control.

## **HR DEVELOPMENT & LABOUR RELATIONS OFFICER**

### **COMPONENT: HRD & LB**

**Notch: R 257,508 per annum (Salary Level 7)**

**Centre: Alfred Nzo West**

**Centre: Sarah Baartman**

**Ref No: HR 06/06/19**

**REQUIREMENTS:** • NQF 6 in Employee Relations/ Industrial Relations/Human Resource Management with a minimum of three years relevant experience in Labour Relations or Matric with 8 years' experience within the labour relations and HR Development environment. A Valid CODE 08 Driver's license. Knowledge of standards, practices, processes and procedures related to Labour Relations. Collective Bargaining structures and processes. • Knowledge of Labour Relations Act, Public Services Act, Public Services Regulations Act, Constitution of the RSA, Basic Conditions of Employment, Collective agreements, Codes of Remuneration and the Public Finance Management Act. • Good communication skills • Innovative •Creative Resourceful • Ability to work under stressful situations. •Ability to communicate at all levels. •People Orientated

**KPA's:** Provide administration assistance on all Labour Relations matters. Process labour related matters i.e. Grievance, Disciplinary procedure, Disputes resolutions, etc. Give expert advice on labour related matters. Conduct investigation on grievances, alleged misconduct and disciplinary process. Write reports on findings and prepare responses to aggrieved employees. Facilitate and represent the Department on Disciplinary hearing processes, CCMA and the Bargaining council. Maintenance of labour related information management system. Update grievances, disputes and misconduct cases on data base and register them on PERSAL. Conduct awareness campaigns on labour related matters •Handle enquiries from management in areas related to Labour Relations or any other related issues. Compile monthly reports related on Labour Relations matters Ensure that Policies, Resolutions are circulated to all Managers/ Supervisors, Employees on Labour Relations issues. Arrange all activities concerning workshops, meetings, awareness campaigns, training sessions on Labour Relations issues Attend and offer customer care to visitors in the Regional Office. Liaise with both internal and external stakeholders, i.e. GPSSCBC / COUNCIL / DPSA, etc. Assisting with the co-ordination of Labour Related matters. Liaise with Head Office on Labour Related matters. Interpret HRD and Training policies and prescripts and monitor its implementation. Administer and maintain a database to generate monthly reports for all training interventions. Render a service to SDC. Consult and advice line managers on all HRD and Training policies, procedures and interventions. Assist with the process of obtaining and collating training needs. Develop, implement and evaluation the workplace skills plan and coordinate induction training. Ensure that administration pertaining to training intervention is up-to-date, accurate and thorough. Administer the process regarding the identification and nomination of candidates/participants pertaining to training. Compilation of training reports. Ensuring that all reports are aligned with SETA requirements. Assist with the monitoring and administration of the Staff performance management systems at district including schools. Render support in Employee Assistance Program (EAP) Perform supervisory functions. Supervise staff within span of control.

**STATE ACCOUNTANT**  
**COMPONENT: FINANCE**  
*Notch: R 257,508 per annum (Salary Level 7)*  
*Centre: Buffalo City Metro*  
*Centre: Nelson Mandela Bay*  
*Centre: Amathole West (5 posts)*  
*Centre: Alfred Nzo East (3 posts)*  
*Centre: OR Tambo Coastal*  
*Ref No: HR 07/06/19*

**REQUIREMENTS:** NQF 6 in Accounting, Financial Management or equivalent relevant qualification with a minimum of 3 years' experience in Finance field or Matric with 8 years' experience in the relevant field. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes of the EU and / or other donors. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS and PERSAL.

**KPA's:** Reconcile documents with transactions, administrate, safeguard and file documents. Identification of discrepancies between supporting documents filed and transactions processed through the accounting system; Resolve straightforward discrepancies between supporting documents and transactions recorded; Review the filing, storing, retrieving activities to safeguard source and face value documents; Review supporting documents and confirm the adequate maintenance of all relevant master-file information; Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity; Review and reconcile: Items recorded on the general and subsidiary ledger; Bank statements and bank balance recorded in the system; Information captured on PERSAL; Donor funded expenditure to balance remaining. Capture inter-departmental payments and collections and review supporting documents; Scrutinise supporting documents for expenditure items to identify potential unauthorised, wasteful and irregular expenditure and recommend in a timely manner and propose preventative actions; Record unauthorised, wasteful and irregular expenditure, losses and damages and provide reports on them in a timely and accurate manner; Maintain debtor's accounts by: Reviewing accurate capturing of debt take-on and write-off; Reviewing supporting documents and following-up on long outstanding claims; Compiling monthly debtors' statements, age analysis; and Identifying debts to be written off. Review information in respect of departmental liabilities and record entries on the accounting system; Implement upgrades for the financial system. Payments for goods and services. Supervise the verification of the accuracy and timeliness of payments recorded on PERSAL by confirming amounts to source documents; Supervise and verify that expenditure is in line with budget and item provisioning; Supervise the correct capturing of banking details on the accounting system; Review creditors' reconciliations and ensure that main service providers are paid timely and correctly; Supervise and safeguard source documents and face value forms. Supervise staff within span of control.

**STATE ACCOUNTANT**  
**COMPONENT: CRMC**  
*Notch: R 257,508 per annum (Salary Level 7)*  
*Centre: East London*  
*Ref No: HR 08/06/19*

**REQUIREMENTS:** NQF 6 in Accounting or equivalent relevant qualification with a minimum of 3 years' experience in finance and administration or Matric with 8 years' experience in the relevant field. Thorough knowledge of financial accounting; Good financial management skills, Planning and organizing skills, Problem solving skills, Good communication (written and verbal) skills; • Candidate must have basic knowledge of the Basic Accounting System (BAS); Skills in Public Service Finance, Numeracy, Computer literacy including excellent excel; Good knowledge of Public Finance Management Act; Self-starter, able to work independently without compromising team results; Valid driver's licence

**KPA's:** Reconcile documents with transactions, administer, safeguard and file documents. Identification of discrepancies between supporting documents filed and transactions processed through the accounting system; Resolve discrepancies between supporting documents and transactions recorded; Review the filing, storing, retrieving activities to safeguard source and face value documents; Review supporting documents and confirm the adequate maintenance of all relevant master-file information; Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity; Review and reconcile: Bank statements and bank balance

recorded in the system. Collections and review supporting documents; Scrutinise supporting documents for expenditure items to identify potential unauthorised, wasteful and irregular expenditure and recommend in a timely manner and propose preventative actions; Record unauthorised, wasteful and irregular expenditure, losses and damages and provide reports on them in a timely and accurate manner; Payments for goods and services. Supervise the verification of the accuracy and timeliness of payments recorded confirming amounts to source documents; Supervise and verify that expenditure is in line with budget and item provisioning; Supervise the correct capturing of banking details on the accounting system; Supervise and safeguard source documents and face value forms. Supervise staff within span of control.

**PRINCIPAL PERSONNEL OFFICER - REGISTRY**  
**COMPONENT: HUMAN RESOURCES ADMINISTRATION AND PRACTICES**

*Notch: R 257,508 per annum (Salary Level 7)*

*Centre: Sarah Baartman*

*Centre: OR Tambo Coastal*

*Centre: Buffalo City Metro*

*Ref No: HR 09/06/19*

**REQUIREMENTS:** NQF 6 in Records Management / Human Resource Management / Public Administration with at least three years' experience in records management/registry environment or Matric with 8 years' experience in records management/registry environment. Ability to work under pressure. Ability to work as a team and alone. Ability to handle confidential correspondences. Computer literate. Good communication skills (verbal and written) A Valid driver's license.

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

**ADMINISTRATIVE OFFICER**

**CENTRE: SUPPORT TO DDG: EPEM**

*Notch: R 257,508 per annum (Salary Level 7)*

*Centre: Head Office*

*Ref No: HR 10/06/19*

**REQUIREMENTS:** An NQF 6 in Public Management/Administration with minimum three years relevant experience or Matric with 8 years' experience in the relevant field. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

**KPA's:** Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices 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. Supervise staff within span of control.

**PRINCIPAL PERSONNEL OFFICER: ESTABLISHMENT AND PERSAL CONTROL**

**(2 POSTS) COMPONENT: HUMAN RESOURCE PLANNING**

*Notch: R 257,508 per annum (Salary Level 7)*

*Centre: Head Office*

*Ref No: HR 11/06/19*

**REQUIREMENTS:** An NQF 6 in Human Resource Management/Public Administration with three years' experience or Matric with 8 years' experience in HRP field. Must have done PERSAL Establishment course. Computer literacy. Must have a valid code 08 driver's license. Knowledge of PERSAL system, Public Service Legislation, Management of Diversity, Basic Conditions of Employment Act, Educators Employment Act and Regulations.

**KPA's:** Loading of the Organizational structure on Persal. Control of the establishment. Creation and abolishment of posts, creation of acting allowances. Compiling of weekly and monthly reports of all the posts created. Post establishment audits. Liaise with other Directorates/Sub-directorates and supervise personnel Officers. Mentoring of new appointees. Verification of unknown employees. Keeping of staff establishment records. Printing of staff establishment. Supervise staff within span of control.

**PERSONNEL OFFICER**

**COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES**

*Notch: R 173,703 per annum (Level 05)*

*Centre: Amathole West (2)*

*Centre: Nelson Mandela Bay*

*Centre: Sarah Baartman*

*Centre: Joe Gqabi*

*Centre: Buffalo City Metro*

*Ref No: HR 12/06/19*

**REQUIREMENTS:** Grade 12 Certificate and no experience needed. Knowledge of Human Resources Administration and understanding of Conditions of Service, Public Service Regulations, Public Service Act, PAM, Educators Act and PERSAL will be an added advantage. **KNOWLEDGE AND SKILLS:** •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

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

**PERSONNEL OFFICER – CONDITIONS OF SERVICE**

**COMPONENT: HUMAN RESOURCE ADMINISTRATION**

*Notch: R 173,703 per annum (Level 05)*

*Centre: Head Office*

*Ref No: HR 13/06/19*

**REQUIREMENTS:** Grade 12 Certificate and no experience needed. Knowledge of Human Resources Administration and understanding of Conditions of Service, Public Service Regulations, Public Service Act, PAM, Educators Act and PERSAL will be an added advantage. **KNOWLEDGE AND SKILLS:** •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

**KPA's:** Responsible for a variety of administrative duties related to Appointments and conditions of service. Implementation of Service Benefits (Housing Allowance, Long Service Recognition Awards, IOD, Service Termination benefits – i.e. Pension benefits, Medical Aid benefits, etc.). Implementation of various Appointments. Ensure correct remuneration of staff in the Department. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of service benefits and incentives of all employees including employees exiting the department. Administer HR processes at operational level. Handling of Human Resource Administration related enquiries. Perform any other duties that may be assigned.

**PERSONNEL OFFICER – HR PROCEDURES AND POLICY DEVELOPMENT (2 POSTS)**

**COMPONENT: HUMAN RESOURCE ADMINISTRATION**

*Notch: R 173,703 per annum (Level 05)*

**Centre: Head Office**  
**Ref No: HR 14/06/19**

**REQUIREMENTS:** Grade 12 Certificate and no experience needed. Knowledge of Human Resources Administration and understanding of Conditions of Service, Public Service Regulations, Public Service Act, PAM, Educators Act and PERSAL will be an added advantage. **KNOWLEDGE AND SKILLS:** •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

**KPA's:** Responsible for the implementation of recruitment process. Responsible for shortlisting, interviews. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of recruitment processes within the department. Administer HR processes at operational level. Handling of Human Resource Recruitment related enquiries. Perform any other duties that may be assigned.

### **ADMINISTRATIVE CLERK**

**Notch: R 173,703 per annum (Level 05)**

**Centre: HRA: Head Office**

**Centre: HRA&P: OR Tambo Coastal**

**Centre: Communications and Customer Care: Amathole East**

**Centre: Communications & Customer Care: Amathole West**

**Centre: SCM Auxiliary Service: Head Office**

**Centre: SCM Provisioning: Chris Hani West (2 posts)**

**Centre: SCM Provisioning: Buffalo City Metro**

**Centre: SCM Provisioning: Sarah Baartman**

**Centre: SCM Asset Management & Logistical Services: NMB**

**Centre: SCM Asset Management & Logistical Services: Alfred Nzo East**

**Centre: SCM Logistic Management: Head Office**

**Centre: SCM Auxiliary Support Services: Buffalo City Metro**

**Centre: Hostel and Scholar Transport: Alfred Nzo East**

**Centre: Curriculum Admin Support: OR Tambo Coastal**

**Centre: Curriculum Admin Support: OR Tambo Inland**

**Ref No: HR 15/06/19**

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Skills: Computer, Planning and organization, Language, Good verbal and written communication skills

**KPA's:** Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

### **PERSONNEL OFFICER – REGISTRY**

#### **COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES**

**Notch: R 173,703 per annum (Level 5) (2 posts)**

**Centre: Amathole West**

**Ref. HR 16/06/19**

**REQUIREMENTS:** Grade 12 Certificate and no experience needed. Knowledge of Human Resources Administration and understanding of Conditions of Service, Public Service Regulations, Public Service Act, PAM, Educators Act and PERSAL will be an added advantage. **KNOWLEDGE AND SKILLS:** •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

**KPA's:** Provide registry counter service. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Ensure the operation of the office machines in relation to the registry function.

**CLOSING DATE: 21 June 2019**

### **INSTRUCTIONS TO CANDIDATES**

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

All application within Head Office should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605. Hand Delivery: The Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration.

Enquiries: Mr T Dimbaza (040 608 6200).

**NB\* All positions within Districts should be directed to Districts as follows:**

Alfred Nzo East: Mr A Mpuu , Tel: 039–2510279/ 0063 , Fax: 039 – 2510976. Postal Address: P/B X504 Bizana 4800; Alfred Nzo West: Mr. L Mtatyana , Tel: 039 – 2550005, Postal Address: P/B X 9001 Mount Frere 5090; Amathole East: Mr Mkentane, Tel: 047- 4911070/ 0646, Postal Address: P/B X3019 Butterworth; Amathole West: Ms P Futshane, Tel: 046- 6452964. Postal Address: P/B X2041 F.B.T; Buffalo City Metro: Ms Fikeni Tel: 043-7600862/542 Address: P/B X9007 East London 5200; Chris Hani East: Mr Gunkel Tel: 047-5481004/1099. Postal Address: P/B X214 Engcobo 5050; Chris Hani West: Mr De Bruyn Tel: 045-8083000 Address: P/B X7053 Queenstown 5320; Joe Nelson Mandela Bay: Mr Gorgonzola Tel: 041-4034402 / 434. Postal Address: P/B X3915 North End Port Elizabeth 6056; OR Tambo Coastal: Mr V Joseph Tel: 047-5324704. Postal Address: P/B X518 Libode 5160; OR Tambo Inland: Ms LN Dyodo Tel: 047- 5024272/4225 Postal Address: P/B X5003 Mthatha 5100; Sarah Baartman: Mr Godlo Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> **Z83** which must be **fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable].** Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Newly appointed candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to achieve equitable representation across race and gender as per Employment Equity Plan. Females and Disabled persons are strongly encouraged to apply.** APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

**SIGNED ON 12 June 2019**



**ACTING CHIEF DIRECTOR: HRM&D**

**MR N TSHIBO**