

## OFFICE OF THE PREMIER

### **DIRECTOR: FINANCIAL ACCOUNTING**

**Salary Range: R 1 057 326 – R 1 245 495 Per Annum (Level 13)**

**(Ref: OTP 01/07/2020) (Bhisho)**

**(RE-ADVERTISEMENT: those who previously applied are encouraged to apply)**

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) in Financial Accounting / Financial Management / Public Finance / Management Accounting. An SMS pre-Entry Certificate (proof of registration) is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives; Minimum 5 years' experience in middle management level in Financial Management role, of which a minimum of 2 years should be in salary administration. **Knowledge:** In-depth knowledge 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, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). **Skills:** Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Managing Interpersonal, Conflict Management, Problems Solving, Planning and Organising, Decision Making, Project Management, Team Leadership, Communication (verbal & written)

**KPA's:** **Ensure the management of creditors payments and reconciliation of accounts:** Manage settlement of creditor's accounts. Manage drawing and processing payment reports. Manage maintenance of accrual and invoice register. Manage reconciliation of creditor's accounts. **Ensure the management of salary payments and rebates:** Manage authorisations and processing of salary payments, deductions and terminations on Persal. Manage and maintain departmental salary records. Manage reconciliations between Persal and BAS. Management of salary pay-overs and statutory returns including tax. **Ensure the provisioning of departmental bas system control support:** Ensure the management of BAS information systems. Ensure the management and monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management and maintenance of accounts records. Ensure the management of reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliations. **Manage the provisioning of revenue and debt management:** Ensure the management of revenue collection and receipting. Ensure the reviewal of policies and procedures. Ensure the management of petty cash and cash on hand. Ensure the management of debt and the write-off thereof in compliance with the prescripts. **Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives:** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions 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.

An SMS pre-Entry Certificate is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives

### **DIRECTOR: CABINET SECRETARIAT (EXCO, CABINET & CLUSTER)**

**Salary Package: R 1 057 326. 00 Per Annum (Level 13)**

**(Ref: OTP 02/07/2020) , Bhisho**

**(RE-ADVERTISEMENT: those who previously applied are encouraged to apply)**

**Minimum Requirements:** National Senior Certificate, NQF Level 7 B. degree/ Advanced Diploma (qualification certificate) in Public Relations/Communications/Public Administration/Social Sciences or equivalent qualification as recognised by SAQA. An SMS pre-Entry Certificate. A minimum of five years working as a Deputy Director – three of which should be in an executive support environment. An understanding of the constitution as it relates to the Executive Council of the Province. An understanding of, and experience in, the Government Cluster and Cabinet system of government.

**Capabilities and Competences** are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation,



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Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written).

**Good knowledge** of the functioning of a provincial government and more specifically within the context of an Office of the Premier; Knowledge of strategy development, strategy management and strategy monitoring and review processes; knowledge of policy development; knowledge of legislative framework and government procedures on public finance, human resource management and supply chain management; knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector.

**KPA's: Manage the provision of administrative and support services to the Cabinet Secretary, EXCO structures as well as the Provincial Management forum of HODs:** Provide secretarial support services to the Cluster and Cabinet Committee on Economic Development, including, Convening the monthly and special meetings of the Clusters and Cabinet Committee, Overseeing the compilation of agendas and document packs for the meetings and distribution to the relevant Heads of Department and MEC's, Overseeing the recording of minutes and resolutions of the cluster and cabinet committees, Overseeing the compilation of a decision matrix for each of the meetings and distribution to the Heads of Department. Manage the storage of Executive Council resolutions and documentation in a secure and orderly manner, Deal with queries relating to Executive Council resolutions emanating from departments, Ensure the secure storage of Executive Council memoranda and resolutions, Ensure compliance with the Cabinet Handbook requirements (MISS). Provide support to the leader of government business, and attend meetings of the Legislature Programming Committee in order to coordinate the programmes of EXCO and the Legislature.

**Provide Administrative support to the unit, including:** Review Executive Support (EXCO, Cabinet and Cluster) performance and make recommendations to improve the efficiency and effectiveness. Supervise and co-ordinate the effective and efficient running and management of the Cabinet Support unit. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes.

**Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts in area of responsibility, including:** 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.

*An SMS pre-Entry Certificate is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives*

## **INVESTIGATOR (X2)**

*Ref. OTP 03/07/2020 ( Bhisho)*

**Salary Package: R 733 257 Per Annum (Level 11)**

**(FIXED TERM CONTRACT OF 12 MONTHS)**

**(RE-ADVERTISEMENT: those who previously applied are encouraged to apply)**

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) in Commerce/Financial Accounting/Financial Management/Criminal Law coupled with a minimum of 8 years' experience in forensic/law enforcement/criminal law environment of which three (3) years must be at an Assistant Director level. Registered with a Professional Association or Body. Skills and competencies: Theory and practice of conducting investigations. Knowledge and application of applicable Public Sector Legislation, Public Finance Management Act, Depth knowledge of investigation legislation. Investigating, Monitoring and Reporting. Applying Technology, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Impact and Influence, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and Good Communication Skills.



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**KPA's:** Provide investigative support to the Office of the Premier: Render support in identifying, managing and facilitating the investigation of medico-legal claims reported to or identified by the Office of the Premier/Department of Health. Support the development and implementation of an investigation plan and facilitate adherence to it. Monitor and facilitate investigations and projects, ensuring the effective identification of needs, requirements, measurements, reporting and communication. Identify and implement ways to address those needs to uplift investigation capability. Coordinate and conduct investigations and liaise with Provincial Treasury, the Special Investigating Unit and the Directorate of Priority Crimes(Hawks). **Prepare affidavits and evidence files and testify in civil and criminal cases. Manage area of responsibility:** Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Personal performance agreements, workplans and personal development plans (PDP's) to be contracted and implemented in a timely manner. Ensure that assets are managed, maintained and safeguarded.

## ASSISTANT DIRECTOR: SALARY ADMINISTRATION

*Salary Package: R376 596.00 Per Annum (Level 09)*

*Ref. OTP04/07/2020*

*(RE-ADVERTISEMENT: those who previously applied are encouraged to apply)*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) as recognized by SAQA in Financial Accounting/ Financial Management/ Public Finance or any other related field, with minimum 3 years as in Finance environment at supervisory salary level (7/8).

**KPA's:** Facilitate the payment of salaries and deduction of payments to third parties. Manage monthly reconciliations - BAS, PERSAL and suspense accounts. Facilitate Bas payments and authorization of journals. Render salary admin duties. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

## NETWORK CONTROLLER - INSTITUTIONAL BROADBAND CONNECTIVITY SUPPORT

*Salary Package: R 257 508 Per Annum (Level 07)*

*(Ref: OTP05/07/2020) (Bhisho)*

*(FIXED TERM CONTRACT OF 12 MONTHS)*

**Minimum Requirements:** National Senior Certificate, National Diploma or equivalent qualification with 2 years relevant experience in an IT enabled environment. **Knowledge required:** Expert knowledge of ICT, implementation planning for within a government environment. Expert knowledge of ICT as an enabling tool for the development/ICT training, systems and security/Infrastructure and networks/Business and systems analysis/Architecture and frameworks. Advanced knowledge of Modern systems of governance and administration. **Skills required:** High level in house advisor, strong conceptual and formulation skills, Strong leadership skills with specific references to the ability to display thought leadership in complex applications. Expert computer literacy skills.

**KPA's:** Apply focus managing and monitoring the provision of Provincial Broadband Network, Datacentre Cloud, or Unified and Telecommunications Services (i.e Performance & Security monitoring (NOC/SOC), Incident – Management, Problem-Management but not limited to: Broadband Network Routing and Switching, Broadband Network Security, Broadband Network Wireless etc. Develop and maintain network infrastructure: Installs, tests, upgrades and relocates network components to increase network capacity. Provides specialist support to network/LAN users. Carry out complex trouble shooting, determination and resolution liaising with vendors as required. Monitors network, co-ordinates installations, upgrades or enhancements to networks and participates in evaluations of new products and network. Design complex network solutions from various network diagrams/proposals. Ensures technical and functional standards are observed. Plans, Organises and controls activities of staff and contractors who are responsible for the development of infrastructure: Ensure competency of subordinates through training. Assigns personnel to projects, direct and coordinate their work. Give inputs on information technology policy, Give inputs on budgetary matters and Project Management.

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## **Closing Date: 14 AUGUST 2020 @15H00**

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

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

Applications can be forwarded through one of the following Address:

### **FOR THE OFFICE OF THE PREMIER.**

**Hand Delivery:** Room 0007, Ground, Office of the Premier Building, Independence Avenue, Bhisho.

**Post to:** The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605. Alternatively applications can be emailed to:

[Nozuko.mafu@otp.ecprov.gov.za](mailto:Nozuko.mafu@otp.ecprov.gov.za)/[vusumzi.booyesen@otp.ecprov.gov.za](mailto:vusumzi.booyesen@otp.ecprov.gov.za)/[nkosinathi.loli@otp.ecprov.gov.za](mailto:nkosinathi.loli@otp.ecprov.gov.za)

**Enquiries:** Mr. V. Booyesen; Ms Xesha; Mbangi at (040) 609/ 6248 / 6290/ 6432.

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

## **DEPARTMENT OF EDUCATION**

**DIRECTOR: CLEAN AUDIT (04 posts)**

**COMPONENT: CLEAN AUDIT (1-YEAR CONTRACT)**

**SALARY RANGE: R733 257 per annum (inclusive package)**

**Ref. DOE D-CA 01/07/2020 CENTRE: Head Office – Zwelitsha**

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) in Finance / Accounting and Accounting or related subjects as majors; An SMS pre-Entry Certificate (proof of registration) is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives; Five (5) years middle management experience Proficiency in the MS Office Package (Word, PowerPoint and Excel) The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Valid driver's license Competencies: Knowledge of Constitution, Public Finance Management Act, Risk Management Policies, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies. Thorough knowledge of PFMA, DORA, SCOA, Public Service Act and Regulations. Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Economic Classifications Departmental accounting structure. Financial Accounting Handbook for public

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sector. BAS Rules and processes, GRAP Standards. Annual Financial Statements, Template, Interim Financial Statement Template

**KPA's** Compile the Interim and Annual Financial Statements. Maintain high standard of working paper files to substantiate the reported figures. Ensure that the team / section produces excellent work in terms of quality / quantity and timeliness. Manage daily team performance and ensure timely submission of Interim and Financial Statement. Manage all audit responses including the Auditor-General and Internal Audit to improve the quality of financial statements. Review audit annual financial statements and implement the process of clearing the uncorrected misstatements. Draft motivation to the Legislature on consideration of the unauthorized expenditure. Facilitate process of condonement of irregular expenditure by the relevant authority. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Provide support to the departmental financial oversight and other related Committees. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Directives and comply with corporate governance and planning imperatives.

**Enquiries: Ms X Kese (071 460 2704)**

## **DEPUTY DIRECTOR: CLEAN AUDIT (06 posts)**

**COMPONENT: CLEAN AUDIT (1-YEAR CONTRACT)**

**SALARY RANGE: R733 257 per annum (inclusive package)**

**Ref. DOE D-CA 02/07/2020 CENTRE: Head Office – Zwelitsha**

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) in Finance and Accounting or related subjects as majors. Minimum of 5years' experience in Accounting Services including 3 years' relevant post qualification experience at management level. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid driver's license. Competencies: Knowledge of Constitution, Public Finance Management Act, Risk Management Policies, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies. Thorough knowledge of PFMA, DORA, SCOA, Public Service Act and Regulations. Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Economic Classifications Departmental accounting structure. Financial Accounting Handbook for public sector. BAS Rules and processes, GRAP Standards. Annual Financial Statements, Template, Interim Financial

**KPA's:** Assist in the compilation of the Interim and Annual Financial Statements. Maintenance of high standard of working paper files to substantiate the reported figures. Ensure that the team / section produces excellent work in terms of quality / quantity and timeliness. Assist in Management of daily team performance and ensure timely submission of Interim and Financial Statement. Manage all audit responses including the Auditor-General and Internal Audit to improve the quality of financial statements. Assist to review the audit annual financial statements and implement the process of clearing the uncorrected misstatements. Assist in draft motivation to the Legislature on consideration of the unauthorised expenditure. Assist in the process of condonement of irregular expenditure by the relevant authority. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Provide support to the departmental financial oversight and other related Committees. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Directives and comply with corporate governance and planning imperatives.

**Enquiries: Ms X Kese (071 460 2704).**





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## DEPUTY DIRECTOR: CAPPED LEAVE

**COMPONENT: CAPPED LEAVE AUDIT PROJECT (1-YEAR CONTRACT)**

**SALARY RANGE: R733 257 per annum (Inclusive package)**

**Ref. ECDOE DD-CL 03/07/2020 Centre: East London**

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) in Human Resource Management or Public Administration with 3 years' relevant experience in the HRA environment. Extensive knowledge of Leave Administration pertaining to the previous and current dispensation. Computer literate. Proven ability to resolve problems independently. Proven ability to work under taxing circumstances. Working Knowledge of OPTIMIS and capped leave applications and auditing thereof.

**KPA's:** Provide training on auditing of capped leave for Educators and Public Service Act Employees as well as guidance. Final checking of the Audits conducted. Problem solve difficult cases. Approve and Authorize Persal transactions. Provide advisory support function.

**Enquiries: Ms R Pendrigh (060 523 8615)**

## ASSISTANT DIRECTOR – CLEAN AUDIT (1-YEAR CONTRACT)

**Salary Notch: R356,289 per annum (Level 9)**

**Centre: Provincial Office – Zwelitsha (04 posts)**

**Ref. DOE-AD 04/07/20**

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) with majors in Financial Management / Accounting / Auditing or equivalent. Four (4) years in Finance / Auditing experience; A minimum of 3 years' supervisory experience within a financial management or similar environment. Recommendations: Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP). Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Ability to solve financial problems; Skills: Leading and supervising; Analysing and reporting; Strategic planning; Presentation; Conflict resolution skills; Communication (written and verbal) skills; Proven computer literacy

**Competencies:** This post requires a person with excellent auditing / financial management and problem -solving skills coupled with the ability to work under pressure. Personal qualities – Behavioural Skills: Diligence \* Honesty, integrity and confidentiality \* Independence \* Ethics sensitivity \* Objectivity \* Ability to work independently

**KPA'S:** The incumbent will be responsible to. Evaluate the internal control systems, risk management and governance process of the department. Assist with the compilation of annual financial statements by analysing inputs on the preparation of interim and annual financial statements. Perform follow-up reviews on progress reported on the audit improvement plans to ensure that agreed upon action plans have been implemented, Analyse and reconcile inputs for the preparation of interim and annual financial statements. Assist with the logistical arrangements pertaining to meetings to facilitate the process of clearing prior year audit findings and, draft letters and annexures for the process of clearing audit findings. Verify inputs during the preparation of the disclosure notes for the Interim and Annual Financial Statements. Review and analyse monthly Annexures to Interim and Annual Financial Statements. Monitor the implementation of the findings and recommendations of the AG. Respond to AG queries.

**Enquiries: Ms X Kese (071 460 2704)**



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## STATE ACCOUNTANT – CLEAN AUDIT (1-YEAR CONTRACT)

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

*Centre: Provincial Office – Zwelitsha (06 posts)*

*Ref No: DOE-SA 05/07/20*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma (NQF level 6) in Commerce, Accounting or equivalent qualification (NQF6); 2 years related financial/ accounting experience at supervisory level; Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP); Basic Accounting and Logistical Information Systems (BAS and LOGIS); Ability to solve financial problems; Analysing and reporting; Presentation; Conflict resolution skills; Communication (written and verbal) skills; Proven computer literacy; Accuracy and attention to detail; Presentation and facilitation skills. : solving skills coupled with the ability to work under pressure. Personal qualities – Behavioural Skills: Diligence. Honesty, integrity and confidentiality. Independence. Ethics sensitivity. Objectivity.

**KPA's:** Prepare system descriptions and flow charts. Develop the Interims and Annual Financial Statements preparation project. Collect and collate information on financial statements disclosure notes. Complete and reference the working papers. Follow-up and Document process of clearing negative audit findings. Liaise with team leader at all stages of the preparation of financial statements during interviews with managers. Assist in the administration of the financial statements activity. Perform any other delegated tasks. Assist in the assessment of adequacy of responses on issues raised in audit financial statements. Assist in monitoring the implementation of audit improvement plans.

**Enquiries: Ms X Kese (071 460 2704)**

## DEPUTY DIRECTOR: EMIS

*COMPONENT: System Development and Support*

*SALARY RANGE: R733 257 per annum (inclusive package)*

*Ref. DOE DD-EMIS 06/07/2020 CENTRE: East London*

**MINIMUM REQUIREMENTS:** National Senior certificate B. Degree (NQF level 7) in one of the following fields, Degree in Computer Science or Diploma in Information Technology or B-Com in Information Systems or Diploma in Financial Information Systems. 3 years' relevant post qualification experience at management level. MCSD / MCDDBA will be an added advantage. Clear evidence of successfully completed and deployed applications which are currently functional. An understanding of Government Priorities and processes in the public service. An ability to work with wide spectrum of stakeholders. Good Planning Skills and ability to work under pressure. Present good etiquette and good interpersonal skills. A valid (code 8 - EB or higher) driver's license.

Technical competencies: A minimum of five years in designing, administering and implementing MS SQL Databases. 3 years' overall experience with Schema design, ERD's, Stored Procedures and SSI packages. A fair understanding of Data Modelling, Reporting Services and Business Intelligence tools. A minimum of 5 years' experience in development and deployment of .Net applications. Solid practical experience working with .Net 4.6 API or later. Experience in VB.Net or C# coding, SQL Server 2016 or later, DHTML, XHTML, CSS, RSS, AJAX, XML web services, SCRUM. Understanding of Servers and Networking environments. Competencies: Leadership. Communication. Planning and Project management. Strategic planning and transformation. Policy Analysis, Systems Analysis. Researching. Staff development. Organizing and Systems Implementation.

**KPA's:** Analysis of DoE back-end systems environment. Debugging and development of applications to support back-end Data management activities. Integration of application systems in addressing needs of all DoE business units. Periodic Database Management and Administration. Web application and Database configuration. Project Management. Consolidation of Datasets into a Data Warehouse. Data Warehouse Management. Provision of supervision to subordinates. Develop and maintain application software, databases and development of applicable documentation. Interpretation of user requirements into a meaningful technical design and development of applications to meet these needs. Ensure that standards, procedures and methods of application development and change control are thoroughly adhered to. Provide technical software support to ensure technical stability of all application systems. Facilitate and promote systems integration projects Co-ordinate a team of software developers. Maintain an accurate and up to date Schools Masterlist for the Eastern Cape DoE.

**Enquiries: Mr Lethu Ndzube (060 564 2851)**



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*Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.*

## DEPARTMENT OF EDUCATION

**APPLICATIONS:** Forward your application, stating the relevant reference number to: The Director-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605 or hand-deliver at Steve Vukile Complex, Zone 6 Zwelitsha, Alternatively applications can be emailed to [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za).

**CLOSING DATE: 14 August 2020, 13h00.**

**NOTES:** Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## DEPARTMENT OF SOCIAL DEVELOPMENT

### DIRECTOR: HIV & AIDS, CARE, SUPPORT AND PREVENTION SERVICES

*Salary Package: R 1 057 326.00 per annum (level 13)*

*(Ref no. DSD 01/07/2020) Provincial Office*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) as recognized by SAQA in Social Work, Psychology (Counselling or Community Psychology and Post graduate qualification in Social Work will be an added advantage). An SMS pre-Entry Certificate (proof of registration) is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives; Registration with the relevant professional body (attached the proof of registration). Five (5) years' relevant experience at a middle managerial level. An SMS pre-Entry Certificate (proof of registration) is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives.

**Competencies:** Understanding and promoting of a developmental approach in all programmes of the Directorate. Knowledge, interpretation and utilization of data on HIV & AIDS and related social issues. Understanding and promoting of integral approach in programmes with both internal and external stakeholders. Understanding of policies and legislation on HIV & AIDS and related social issues.

**Duties:** Management of Integrated Community Based Care programmes for people infected and affected by HIV & AIDS and related social issues. Management of Psychosocial Support and Presentation Services for people infected and affected by HIV & AIDS and related social issues. Management of programmes to promote Social Behavioural Change. Management of School Social Work programme as a specialist intervention. Management of Emergency and Disaster





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situations including appropriate mitigating responses and measures. Manage, facilitate and conduct research on HIV & AIDS and related social issues

**N.B preference will be given to persons with disabilities.**

## DEPUTY DIRECTOR: ADMINISTRATION

*Salary Package: R 733 257.00 per annum (Level 11)*

*(Ref no. DSD 02/07/2020) Provincial Office*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) in Public Administration or equivalent qualification. 3 years' relevant experience of which 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid South African driver's license is a prerequisite.

**Competencies:** Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.

**Duties:** Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyze and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.

**N.B preference will be given to persons with disabilities.**

## DEPUTY DIRECTOR: ICT GOVERNANCE AND SECURITY

*Salary Package: R 733 257.00 per annum (Level 11)*

*Ref no. (DSD 03/07/2020) Provincial Office*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) or Higher Diploma in IT related studies/B-Tech Degree in Information Technology/Honors in Computer Science/ Information Systems/Informatics/ Electronic Communications. Certified in COBIT. 3 years' relevant experience in an information security risk management role in large organizations. 5 years working in IT Management level with two on IT Governance role. Experience in running information security risk governance processes and structures. Familiar with relevant industry standards for information security (e.g. ISO27001, NIST CSF). Experience in creating and implementing information security assessment and assurance activities (e.g. penetration testing). Experience of security compliance management and reporting in relation to any relevant regulatory or legal requirements. A valid South African driver's license is a prerequisite.

**Competencies:** Strong project and change leadership experience. Ability to engage the business at an Executive level, as well as managing Technologists. Knowledge of Government legislations and IT related legislation. ICT related international Standards. Security on SLA management. Testing security compliance on operating system. Testing security compliance on system administration. IT policy configurations on IT environment, Problem solving & analysis, decision making, analytical skills, creativity, self-management, customer care, communication and interpersonal skills, Planning, organizing and execution.

**Duties:** Establish the vision, goals, high level roadmap and objectives of the information security, IT quality, IT risk, IT compliance and IT governance programs. Plan, develop and implement enterprise-wide information security strategy and best practices. Provide the foundations and packaging for the implementation and operation of functional processes for information security, IT quality, IT risk, IT compliance and IT governance. Be accountable for security incident management, working with the service providers to detect, contain and mitigate incidents and to resolve root causes to improve risk management. Ensure initiative/ programmes are anchored in best practice whilst still being highly practical/pragmatic. As a high priority, work to continuously improve the information security awareness and behaviours of employees within the business. Stay abreast of emerging security risks and technology trends. Be accountable for the identification, governance and management of IS security risks relating to IT systems, industrial systems and supply-chain. Ensure business compliance with group security policies, including the creation of business-specific security policies and



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standards as required. Work alongside the Data Protection Function to ensure adherence to legislative requirements across the group. Review the security footprint of IT & IT service providers to ensure risk is managed effectively within their environment.

**N.B preference will be given to persons with disabilities.**

## DEPUTY DIRECTOR: CORPORATE SERVICES

*Salary Package: R 733 257 per annum (Level 11) Ref no.*

*(DSD 04/07/2020) Alfred Nzo: District Office*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) in Public Administration/Public Management or equivalent qualification. 3 to 5 year's relevant experience of which 3 years must have been at the level of an Assistant Director in managing administration functions. A valid code 8 driver's license is a prerequisite.

**Competencies:** Sound financial management background and in-depth knowledge of PFMA, Supply Chain Management. Comprehensive knowledge of HR and Strategic planning. Good planning, organization and decision-making skills. Willingness to work after hours when needed and the ability to work under pressure. Computer literacy. Code 8 driver's license.

**Duties:** Coordinate all corporate services for Alfred Nzo District. Monitor district finance, budget and expenditure trends. Oversee the implementation of HR services for the district. Coordinate Supply Chain Management functions and Asset and Infrastructure needs in the district. Manage the provision of communication and events management, information technology management services and Security management services in the District. Consolidate programme 1 reports. Analyse and report on emerging trends.

**NB: preference will be given to persons with disabilities.**

## ASSISTANT MANAGER: COMMUNITY DEVELOPMENT POLICY GR1 (OSD)

*Salary Notch: R 486 735 per annum (1)*

*Ref no. (DSD 05/07/2020)– Provincial Office*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) With A minimum of 8 years' recognizable experience in Community Development after obtaining the required qualification, of which a minimum of 3 years should be at supervisory level 7/8. A valid South African driver's license is a prerequisite.

**Competencies:** Must be able to build cohesive teams in order to achieve the required outputs. Must demonstrate effective communication with various stakeholders, be able to compile reports and conduct. Must be able to analyse situations and solve problems. Must understand the principles applied in community. Must be able to plan and organize own and that of others to ensure proper community services. Must be able to monitor, coach and provide continuous support, guidance and advice to supervisees. Must be able to manage the performance and conduct of others. Must be able to plan and manage projects to deliver on time, within cost and at the required quality level. Must be able handle conflict situations and help others to work through conflict and find solutions. Must be able to influence individuals and groups to achieve a specific objective. Must understand, be able to apply and advice on principles applied in community work. Must be able to plan the work unit's budget required to achieve unit objectives. Must keep up to date with new developments in the community development management fields to enhance service delivery.

**Duties:** Must have knowledge and understanding of human behavior and social systems. Must have knowledge and understanding of the inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Must be able to manage the relations with all relevant role players, internal and external (e.g. in department/provinces, NGOs, local community structures. Must be able to coordinate the identification, facilitation and implementation of integrated development interventions/ programs in partnership with other relevant stakeholders through the efficient, effective and economical utilization of resources by the service delivery area. Must be able to conduct research relating to community development work. Must be able to interpret, implement and give guidance on policies and legislation related to community development

**N.B preference will be given to persons with disabilities.**



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## SOCIAL WORK SUPERVISOR GR1

*Salary Notch: R348 228 per annum (osd)*

*Ref no. (DSD 06/07/2020) AMATHOLE: Nkonkobe; (DSD 07/07/2020): Mnquma; (DSD 08/07/2020) SARAH*

*BAARTMAN: Grahamstown Area Office*

**Minimum Requirements:** National Senior Certificate, plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license.

**Competencies:** Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

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

**N.B preference will be given to persons with disabilities.**

## SOCIAL WORK SUPERVISOR Gr1 (Service Office Manager)

*Salary Package: R384 228 per Annum (osd)*

*Ref No. DSD 09/07/2020 BCM: Mdantsane 1LSO (1);*

**Minimum Requirements:** Senior Certificate, B. Degree (NQF Level 7) in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest proof of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies.

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

**Duties:** Undertake social work research, development and contribute to the development of policies. Ensure that all the administration functions required in the Service Office are performed to the required standard. Coordinate, facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community-based Care and integrated and development programmes. Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers.

**N.B preference will be given to persons with disabilities.**



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## **SOCIAL WORK SUPERVISOR Gr1 (Probation Services)**

**Salary Package: R384 228 per Annum (osd)**

*Ref No. DSD 10/07/2020 CHRIS HANI:Enoch Mgijima (1);*

**Minimum Requirements:** Senior Certificate, B. Degree (NQF Level 7) in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest proof of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies.

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

**Duties:** Undertake social work research, development and contribute to the development of policies. Ensure that all the administration functions required in the Service Office are performed to the required standard. Coordinate, facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community-based Care and integrated and development programmes. Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers.

**N.B preference will be given to persons with disabilities.**

## **ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME: SOCIAL SECTOR COORDINATION**

**Salary Notch: R356 289 per annum (Level 09)**

*Ref no. (DSD 11/07/2020)- Provincial Office*

**Minimum Requirements :** Senior Certificate plus an appropriate tertiary qualification at NQF 7 in Social Sciences/Public Administration /Management or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least five years' relevant experience in Expanded Public Works Programme). A Valid South African Driver's license.

**Competencies:** Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

**Duties :** Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure EPWP programmes and projects are mainstreamed in department programmes. Ensure public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral plans. Establish sectoral committees and ensure they are functional. Collect and collate reports from sectoral committees. Contribute towards the realisation of EPWP targets and public bodies report utilising the EPWP reporting tools.

**N.B preference will be given to persons with disabilities.**

## **ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING:**

**Salary Notch: R376 596 per annum (level 9)**

*(Ref no. DSD 12/07/2020- Sarah Baartman: District Office (1)*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) in Human Resource Management/ Public Management/ Equivalent qualification with relevant experience of which three years must be at supervisory level. A valid South African driver's license is a prerequisite. Computer Literacy. Knowledge of Persal will be a distinct advantage.

**Competencies:** Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource

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Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.

**Duties:** Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development Support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff.

**N.B preference will be given to persons with disabilities.**

## **SOCIAL WORKERS Gr1 (x15)**

*Salary Notch: R257 592 per annum (osd)*

*Ref No. (DSD 13/07/2020) Alfred Nzo: Maluti Service Office; (DSD 14/07/2020); BCM:*

*Mdantsane 1 (x2); (DSD 15/07/2020) Mdantsane 2(X2); (DSD 16/07/2020) East London (x2); (DSD 17/07/2020)*

*Dimbaza (1); (DSD 18/07/2020) CHRIS HANI: Enoch Mgijima (Strekstroom)(1); (DSD 19/07/2020) Emalahleni*

*LSO(1); (DSD 20/07/2020) Emalahleni Dordrecht (1); (DSD 21/07/2020) NMM: Ibhayi LSO (1); (DSD 22/07/2020)*

*Motherwell LSO (x2); (DSD 23/07/2020) OR Tambo: Qumbu LSO*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7), registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy.

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

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

**N.B preference will be given to persons with disabilities.**

## **SOCIAL WORKERS Gr1 (Probation Services)**

*Salary Notch: R257 592 per annum (osd)*

*Ref No. (DSD 24/07/2020) BCM: Zwelitsha LSO(1)*

**Minimum Requirements:** National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy.

**Competencies:** Demonstrate expertise in Probation Services. Demonstrate a coherent and critical understanding of and ability to apply Social Work values and principles of human rights and social justice in Probation Services. Demonstrate competency in the identification of critical analysis of social work-related problems and issues in Probation Services. Critically analyze and evaluate the outcomes of social work intervention strategies, techniques and processes. Knowledge of Probation Service Act, 116 Of 1991, amended by section 35 of 2002, Child Justice Act, 75 Of 2008 and any other pieces of legislation relevant to Probation Services.



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**Duties:** Rendering of advocacy and educational programmes to individuals, families, groups and communities. Provision of expert assessment regarding the needs, risks and resilience of offenders and victims to assist courts on individualized interventions and sentencing options. Acting as an expert witness in court regarding the appropriate sentencing of children and adults. Reintegration of children who have been discharged from Child and Youth Care Centres. Provision of Home-based supervision of children placed under an appropriate adult. Challenging of offending behavior and helping offenders to realize the impact of their behavior on themselves, families, community and their victims. Compiling of reports on the compliance and non-compliance of the persons placed under the supervision of Probation Officers. Facilitation of diversion and restorative justice processes. Care, support referral to and provision of mediation in respect of victims of crime, and any services under the Probation Service Act 116 of 1991, amended by section 35 of 2002

**N.B preference will be given to persons with disabilities.**

## **PROVISIONING ADMIN OFFICER: FLEET**

**Salary Notch: R257 508 per annum (level 7)**

**Ref. DSD-25/07/2020-Provincial Office (1)**

**Minimum requirements:** National Senior Certificate plus National Diploma in Public Administration/Logistics Management/Transport Management with 2 years experience in Fleet Management Environment. 3 of which must be within the Fleet Management Environment. A valid driving license with 3 years experience is a prerequisite.

**Competencies:-** Computer Literacy, Planning, Organising, Problem Solving and Communication Skills

**Duties:** Issuing of pool vehicles and ensuring that valid documentation is properly completed before issuing government vehicles. Ensure that logbooks and trip sheets are properly completed. Ensure proper filing of all fleet related documents. Provide support to all Districts on all issues pertaining to Fleet Management. Ensuring that government vehicles are serviced at their regular intervals to avoid repudiation of claims. Ensuring that pre and post inspections are conducted regularly. Responsible for release of confiscated vehicles. Liaise with dealers concerning government vehicle needs. Conduct physical verification of government fleet. Update and maintain all Fleet Management registers on a daily basis eg. Trip register, traffic fines register, maintenance register, confiscation register, accident register etc.

**N.B preference will be given to persons with disabilities.**

## **PERSONAL ASSISTANT TO THE DISTRICT DIRECTOR**

**Salary Notch: R257 508 per Annum (Level 07)**

**Ref No. DSD 26/07/2020 BCM: District Office**

**Minimum Requirements:** National Senior Certificate, An NQF level 6 Qualification Certificate in Public Admin or Management/ Office Management or Secretarial National Diploma with 1-2 years' experience within an office support environment.

**Competencies:** Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Good verbal and written communication skills. Computer literate (MS Word, Excel and Power Point).

**Duties:** Provide a secretarial/receptionist support service to the Chief Director. Receive and direct enquiries/complaints to relevant people. Manage and coordinate the diary of the Chief Director. Render an administrative support service to the Chief Director. Manage the travel arrangements and claims for the Office of the Chief Director. Provide support with the administration of the budget. Provide support to the Chief Director during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office.

**N.B preference will be given to persons with disabilities**



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## STATE ACCOUNTANT NGO & NPO PAYMENTS

*Salary Notch: R257 508 per annum (level 7)*

*Ref. no DSD-27/07/2020-Provincial Office (1)*

**Minimum Requirements:** National Senior Certificate plus an appropriate B Degree/ National Diploma in Finance, Accounting or Auditing with a minimum of two (2) years' experience in Financial Management. A valid South African driver's license will be an added advantage.

**Competencies:** Knowledge of Public Finance Management Act (PFMA) and Compliance Treasury Regulations. Proven knowledge of BAS and PERSAL.

**Duties:** Processing NGO payment transaction on MIS and BAS. Checking and correcting of NGO payment transactions. Performing NGO payment reconciliation. Preparing of required reporting schedules. Performance and Risk Management. Supervision of Interns when available. Office administration duties. Attend meetings as directed. Be prepared to travel if required. Ensure effective filing of NGO payment files.

**N.B preference will be given to persons with disabilities.**

## COMMUNITY DEVELOPMENT PRACTITIONER GR 1

*Salary Notch: R217 659 per annum (osd)*

*Ref no.(DSD 28/07/2020) SARAH BAARTMAN: Grahamstown LSO (1)*

**Minimum Requirements:** National Senior Certificate, B. Degree (NQF level 7) in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite.

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

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

**N.B preference will be given to persons with disabilities.**

## CHILD AND YOUTH CARE WORKER SUPERVISOR GRADE1 (x3)

*Salary Notch: R 199 188 per annum (osd)*

*Ref no. DSD 29/07/2020 NMM: Enkusehweni CYCC; DSD 30/07/2020 Erica Place of Safety; DSD 31/07/2020 Ernest Malgas Treatment Centre.*

**Minimum Requirements:** National Senior Certificate, or equivalent qualification. A minimum of 10 years' appropriate experience in Child and Youth work post after obtaining the required qualification and 5 years' experience in a substance abuse environment. Computer Literacy. A valid driver's license will be an added advantage as well as FET or BQCC qualification in Child and Youth Care.

**Competencies:** Knowledge of minimum standards, performance management system, the Child Care Act, Batho Pele Principles, administrative procedures, and new development and methodologies in child and youth care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organising skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.

**Duties:** Facilitate and supervise implementation of developmental secure programmes by child care workers. Monitor life space interventions for sentenced children. Form part of a multidisciplinary team. Supervise staff to ensure an effective

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care service. Identify and submit child care related training needs. Keep up to date with new developments in the child and youth care field. Supervise and perform relevant administrative clerical/ functions.

**N.B preference will be given to persons with disabilities.**

## **PROFESSIONAL NURSE (GENERAL NURSING) Grade 1**

**Salary Notch: R256 905 per annum (osd)**

**Ref no. DSD 32/07/2020. BCM:John X Merrimen**

**Minimum Requirements:** National Senior Certificate, plus a National Diploma/ B Degree in Nursing Science or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. SA valid driver's license. Proof of current registration.

**Competencies:** Knowledge of nursing care processes and procedures. Basic knowledge of Public Service Regulations. Leadership, supervisory and good communication skills. Teambuilding and cross-cultural awareness. Special interest in substance use and working with children. Be able to function in a multi-disciplinary team.

**Duties:** Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/ client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilization of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the Employee Performance Management and Development system (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to workday and night duty.

**N.B preference will be given to persons with disabilities.**

## **PERSONNEL OFFICER**

**Salary Notch: R173 703 per annum (level 5)**

**Ref no. DSD 33/07/2020. - Joe Gqabi: Elundini LSO**

**Minimum Requirements:** National Senior Certificate / equivalent qualification with no experience.

Knowledge of Human Resources and understanding of recruitment selection, and condition of service. Computer literacy. Fair understanding of Public Service Regulation and HR policies. Knowledge and ability to use Persal functions.

**Competencies:** Good understanding of Public Service rules policies and regulations. Knowledge of PFMA, EPMDS, PSA and treasury Regulations. Knowledge of general administration in the Public Service. Knowledge of Public sector policies. Excellent communication skills and analytical ability

**Duties:** Be responsible for variety of administrative duties related to staff provisioning and condition of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level

**N.B preference will be given to persons with disabilities.**



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## ACCOUNTING CLERK

*Salary Notch: R173 703 per annum (level 5)*

*Ref no. DSD 34/07/2020. - BCM: District Office*

**Minimum Requirements:** National Senior Certificate / equivalent qualification with Accounting/ Finance passed subject. Computer literacy.

**Competencies:** Knowledge of BAS and Persal system will be an added advantage. Good understanding of Public Service rules policies and regulations. Knowledge of PFMA. Excellent communication skills and analytical ability

**Duties:** Be responsible for obtaining and arranging invoices for payment. Match invoices with GRV's and properly file documents for audit purpose (recordkeeping). Check all payments for current status. Compile the budget procurement plan and ensure cash flow management.

**N.B preference will be given to persons with disabilities.**

## CHILD & YOUTH CARE TEAM LEADER GR1

*Salary Notch: R 157 245per annum (osd)*

*Ref no. DSD 35/07/2020 – NMM: Ernest Malgas Treatment Centre*

**Minimum Requirements:** An appropriate NQF Level 4 (Grade 12) or equivalent qualification. A minimum of 7 years' appropriate experience in child and youth care work post after obtaining the required qualification. A valid driver's license. Willingness to work shifts including night duty and public holidays.

**Competencies:** understanding rules and procedures of the care Centre. Knowledge of relevant policies and mandates. Good communication (both verbal and written). Ability to intervene and resolve conflict.

**Duties:** Serve as team leader for child and youth care workers during a shift. Supervisor staff. Undertake inspection during a shift and report incidents and problems identified. Perform administrative work relevant to the job. Assist with care of children as the need

**N.B preference will be given to persons with disabilities.**

## SOCIAL AUXILIARY WORKER GR 1 (X7)

*Salary Notch: R148 215 per annum (osd)*

*Ref no. (DSD 36/07/2020) CHRIS HANI: Intsika Yethu (Cofimvaba); (DSD 37/07/2020) Ngcobo LSO; (DSD*

*38/07/2020) JOE GQABI: Ugie LSO; (DSD 39/07/2020) Mount Fletcher; (DSD 40/07/2020) Sterkspruit;*

*(DSD 41/07/2020 SARAH BAARTMAN:Kirkwood LSO; (DSD 42/07/2020) OR TAMBO: Lusikisiki LSO*

**Minimum Requirements:** National Senior Certificate, plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for

(latest copy/current year. Computer literacy. A valid South African driver's license is a prerequisite.

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

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

**N.B preference will be given to persons with disabilities.**

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## CHILD & YOUTH CARE WORKER GR1 (X3)

Salary Notch: R 148 215 per annum (osd)

Ref no. ( DSD 43/07/2020) NMM: Erica Place of Safety; (DSD 44/07/2020) Protea CYCC; (DSD 45/07/2020) Enkuselekweni Secure Care Centre.

**Minimum Requirements:** National Senior Certificate, (Grade 12) or equivalent qualification. A minimum of 10 years' appropriate experience in child and youth care work post after obtaining the required qualification. 5 years' experience in a substance abuse environment. Computer literacy. A valid driver's licence will be an added advantage as well as FET or BQCC Qualification in Child and Youth Care.

**Competencies:** Managerial and leadership skills. Knowledge of the relevant policies pertaining to child care. Be able to implement and manage administrative procedures, and new development and methodologies in child care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organizing skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.

**Duties:** Supervise staff to ensure an effective care service. Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Keep up to date with new developments in the child and youth care and substance abuse field. Supervise and perform clerical/administration functions. Compile shift schedule for child and youth care workers and team leaders.

**N.B preference will be given to persons with disabilities.**

## ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1:

Salary Notch: R140 9587per annum (OSD)

Ref: DSD 46/07/2020 OR Tambo : Lusikisiki

**Minimum Requirements:** National Senior Certificate, / equivalent certificate. Proficiency in computers and inventories would be an added advantage

**Competencies:** Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.

**Duties:** Must have knowledge of community development environment, attitudes and values for the engagement in the social development of communities. Must understand the social dynamics of communities. Must be able to assist with the facilitation and implementation of various social development programs/interventions.

## STRATEGIC PLANNING INTERNSHIP (X8)

Stipend: R 73 004,40 per annum

Ref no. DSD 47/07/2020 Amathole District, Ref no. DSD 48/07/2020 - BCM, Ref no. DSD 49/07/2020 - Chris Hani Ref no. DSD 50/07/2020 - Alfred Nzo (2), Ref no. DSD 51/07/2020. – NMM, Ref no. DSD 52/07/2020 - Sarah Baartman (1), Ref no. DSD 53/07/2020. - Joe Gqabi, Ref no. DSD 54/07/2020 - OR Tambo

**Minimum Requirements:** National Senior Certificate, plus B Degree/ N Diploma in Social Science OR Public Administration/ Policy Studies OR Auditing.

**Competencies:** Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills. Customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills



# PROVINCE OF THE EASTERN CAPE

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CLOSING DATE: 14 AUGUST 2020 @ 15H00

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**Duties:** Provide support to programmes on the alignment of national, provincial and sector priorities and linkage of government outcomes to strategic goals. Analyse the information submitted by Programmes. Assist in the facilitation of Strategic Sessions with the directorate and branches and incorporate inputs into consolidated strategic plans. Alignment of District Operational Plans with the budget allocation. Coordinate policy development matters within the districts. Assist in validation, analysis, evidence collection and dissemination of performance information. Analysis and quality checking of the collated districts reports. Physically visit the projects as per approved Departmental reports and validate if the achievements were carried out. Facilitate submission of evidence by District programmes. Analysis of evidence by Programmes for all the achieved outputs

**CLOSING DATE: 14 August 2020.**

**APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**  
Alternatively applications can be forwarded to: **[recruitment @ecdsd.gov.za](mailto:recruitment@ecdsd.gov.za)**

**TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit**  
**[www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.ecdsd.gov.za](http://www.ecdsd.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za)** Enquiries can be directed to Mr M Madonci 043 605 5101.

**Applications can be forwarded to the following District:**

**HEAD OFFICE:** Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Mr. M Madonci or post to The Director : HRA: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5101 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 043 605-5101.

**DISTRICT OFFICES:**

**Alfred Nzo:** The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to **Mr S Zondo at 039 – 2540900**

**Amathole:** The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to **Ms Z. Habe at 0437116626**

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

**Chris Hani:** The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebdon Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to **Ms Mzinjana at (045) 8083709**

**Joe Gqabi:** The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to **Ms N. Duba at 051 633-1616 OR Mr S Luzipho at 051 633-1609.**



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

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

**O.R. Tambo:** The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10<sup>th</sup> floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to **Ms Z. Dlanjwa at 047 - 5310944.**

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

The Department reserves the right not to make appointment(s) to the advertised post(s).

**Preference will be given to persons with disabilities.**

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## DEPARTMENT OF SAFETY AND LIAISON

### SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT

Salary Range: R 299 709.00 per annum (Level 08).

*(Ref. DSL/2020/07/01) Head Office*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma (NQF level 6) in Accounting/ Finance/ Auditing/ Economics, Logistics/ Supply Management, Management/ Public Administration/ Public Management or equivalent. Two 2years' experience in Demand Management Unit. Valid driver's license Code B.

**SKILLS AND COMPETENCIES:** Understanding of the business requirements of the department. Knowledge of PFMA, PPPFA, LOGIS, BAS and Supply Chain Management Framework. Computer Literacy Preferable packages such as MS Excel, MS Word, MS PowerPoint, Internet etc. Planning and organising skills, Interpersonal Relations, Problem Solving Skills, and Presentation Skills. Ability to work under pressure.

**KEY PERFORMANCE AREA:** Implement procurement strategies, Coordinate implementation of Procurement Plan. Implementation of Demand Management Plan. Determine sourcing strategies. Collate data demand analysis.

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Identify the frequency of needs. Identify critical delivery dates. Collect data demand analysis. Identify the frequency of needs. Identify critical delivery dates. Collect data commodity analysis and checking for alternatives. Manage Supplier Database. Facilitate development of specification. Perform secretarial duties in Bid Specification Committee. Advertisement of Bids. Supervise staff unit.

## **SENIOR ADMIN OFFICER: RECORDS MANAGEMENT MAIN REGISTRY: SUPPLY CHAIN MANAGEMENT**

Salary Range: R 299 709.00 per annum (Level 08).

*(Ref. ESL/2020/07/02) Head Office*

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma (NQF level 6) in Records Management; Two 2years' experience in the field of Registry. Valid driver's license Code B.

**SKILLS AND COMPETENCIES:** Good communication and writing skills. Computer Literacy Preferable such as MS Word, MS Excel, PowerPoint and Outlook. Presentation skill and be a team worker. SCM rules and regulations will be adding an advantage.

**KEY PERFORMANCE AREA:** Implementation of records management policies and procedures in the department. Implementation of the file plan and filling accordingly. Ensure proper management of records in the department. Implement systematic disposal of records for archiving. Management of departmental telephone system. Procurement of the goods and services for the unit. Supervision of the registry personnel.

**CLOSING DATE: 14 AUGUST 2020 @ 15H00**

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED. MALE CANDIDATES ARE ENCOURAGED TO APPLY!!!

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

[www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za)

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

### **DEPARTMENT OF SAFETY AND LIAISON**

**Post to:** The Department of Safety and Liaison, Private Bag X0057, Bhisho, 5605

**Hand Delivery:** No 7 Taylor Street, Arches Building, King Williams Town, 5601; **Alternatively applications can be forwarded to** [Andisiwe.Mbusi@safetyec.gov.za](mailto:Andisiwe.Mbusi@safetyec.gov.za); [Nomandla.Zuma@safetyec.gov.za](mailto:Nomandla.Zuma@safetyec.gov.za);

Enquiries: Ms N. Mhlom/ Ms L. Mazwi at 043 605 6800

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South

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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). SMS applicants will be subjected to a technical exercise and undergo competency assessments. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

## DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS.

***The Department of Eastern Cape Cooperative Governance calls on all suitable qualified and interested persons to apply for positions to serve as member of Audit Committee for a period of three (3) years with effect from 01 November 2020 This Department is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply.***

### AUDIT COMMITTEE MEMBER

REF. NO. COGTA01/07/2020

CENTRE: BHISHO

**REMUNERATION:** Remuneration of the members of the Audit Committee is determined at the hourly rate in terms of paragraph 22 of the Eastern Cape Provincial Planning and Treasury Instruction No. 6 of 2014/15 (Framework for the Appointment and Remuneration of Audit Committee Members). Members will be remunerated for preparation and attendance to meetings at prescribed rates. The Audit Committee members are expected to provide their own working tools and have own processes to embark on Continuous Professional Development to provide sound advise to the department.

**REQUIREMENTS:** A recognised qualification in Auditing, Financial Management, Risk Management, Governance & Administration. Be independent and be knowledgeable of the status of the position with relevant experience in Auditing, Corporate Governance and/or Financial Management, Risk Management, Information Technology and Law. Demonstrate experience in participating in governance structures. Have the ability to dedicate time to the activities of the Audit Committee. Have analytic reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which the local and provincial government operates in the public sector. Prior experience serving on Audit Committees.

**RESPONSIBILITY:** The Audit Committee is an advisory committee that assist the Department in fulfilling its oversight responsibilities with regards to Internal Controls, Risk Management and Governance. The oversight statutory roles of the Audit Committee is in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. Assist the Executive Authority in fulfilling its oversight responsibilities over financial and non-financial reporting, the system of internal control, the audit processes, and the department's process for monitoring compliance with laws and regulations and the code of conduct. Monitor the responses to reported weakness, control deficiencies and make recommendations for improvement. Monitor the development and implementation of action plans and resolutions. The Audit Committee will report directly to the Head of Department and the Executive Authority of the Department.



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APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.  
TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit

[www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.eclgta.gov.za](http://www.eclgta.gov.za)

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

## DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

**Post to:** The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605.

**Hand Delivery:** Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho.

**Alternatively applications can be forwarded to** lorna.mabhele@eccogta.gov.za > Enquiries can be directed to Ms T. Dyani at 040-940 7074/7051/7077/7082/7085.

**NOTE:** Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Cooperative Governance and Traditional Affairs welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted

## DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

*The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

### LABOUR RELATIONS SPECIALIST: LABOUR RELATIONS (1 YEAR CONTRACT)

*An all-inclusive remuneration package of R 733 257 per annum (Level 11)*

*Ref No: DPWI 01/07/2020, Head Office*

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) in Labour Relations/Labour Law. Five (5) years relevant experience of which three (3) years must be at an Assistant Director Level/Junior Management level in the investigation of misconduct cases in the Public Service and Chairing of Disciplinary hearings. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** A practical understanding of the Public Service Prescripts dealing with misconduct, including the Public Service Act, PSCBC Resolution No. 2 of 1999 as amended by Resolution 1 Of 2003, Chapter 7 of the SMS handbook, Code of Conduct for the Public Service and the PFMA.

**KPA's:** Investigate misconduct cases, Chair Disciplinary cases, Represent the employer in the disciplinary cases, represent the employer in other forums when needed, prepare and submit reports and memorandum pertaining to cases investigated, prepare and finalize the Chairperson's reports within set time limits.



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## **CHIEF ARTISANS- GRADE A: BUILDINGS (X 2 Posts)**

*Ref No: DPWI 02/07/2020, Alfred Nzo Regional Office (Mount Frere X1 Post)*

*Ref No: DPWI 03/07/2020, Alfred Nzo Regional Office (Maluti X1 Post)*

*Salary Notch: R 386 487 per annum (OSD)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, An appropriate Trade Test Diploma certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. A Valid driver's license.

**KNOWLEDGE AND SKILLS:** Project Coordination. Technical design and analysis knowledge. Research and development. Computer- Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills.

**KPAs:** Manage technical services: - Manage technical services and support in conjunction with Technicians/ Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specifications. **Manage administrative and related functions:** - Provide inputs into budgeting process; compile and submit reports as required; Provide and consolidate inputs into technical operational plan; Update databases and manage artisans and related personnel and assets. **Financial Management:** - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline –related activities and services. **People Management:** - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. **Maintain and advance expertise:** - Continuous individual development to keep up with technologies and procedures; Research/ literature studies on technical/ engineering to improve expertise; Liaise with relevant bodies/ councils on technological/ engineering- related matters.

## **CONTROL WORKS INSPECTOR: ELECTRICAL (INSPECTORATE SERVICES)**

*Ref No: DPWI 04/07/2020, OR Tambo Regional Office (Mthatha)*

*Salary Notch R470 040 per annum (Level 10)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, A National Diploma in Engineering or equivalent. A N3 and passed trade test in the built environment. Registration as an Engineering Technician. Minimum of 3 years relevant experience in the field. A Valid driver's licence

**KNOWLEDGE AND SKILLS:** Buildings Legislation. National Building Regulations. Electrical Installation Regulations, 2009. SANS 10142 Medium voltage fixed electrical installations. SANS 10313 Earthing, Bonding and Lightning Protection. SABS Codes. Quality Control of all buildings. Management of people, risk change and promotion of team work. Management. Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills and Self – Management. PW371, Municipal bi-laws. GIAMA. Occupational Health and Safety Act No. 85 of 1993.

**DUTIES:** 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 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 advice fixed property management/ Immoveable Asset. Attend meetings and submit reports. Monitor SMMED with respect to quality control. Recommend the appointment of clerk of works for each projects where SMMEs are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved. Manage assistance of EPWP in development of SMMEs. 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.

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## ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME

*(Monitoring and Evaluation)*

*Ref No: DPWI 05/07/2020, Amathole Regional Office*

*Salary Notch R376 596.00 per annum (Level 09)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) in Social Sciences/Public Administration/Public Management/Community Development/Development Studies. Four (4) years working experience in EPWP environment of which three (3) years must be at a supervisory level 7 or 8. A valid driver's license.

**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

**DUTIES:** Facilitate reporting of work opportunities in the EPWP by stakeholders and ensure that reporting is aligned to the business plan targets. Implement sector business plan which will include all Environmental Projects in both Municipal and departments. Conduct one on one engagements to encourage reporting on Municipalities and Departments. Monitor projects and follow up on non-performance through the Reporting system. Verify Projects and files to encourage compliance. Facilitate capacity building of officials from public bodies so as to understand the EPWP reporting system, its operations and time frames. **Monitor integration and implementation of EPWP by stakeholders** Promote compliance to EPWP Ministerial determination. Monitor compliance with UIF and COIDA. Implement EPWP Guidelines on EPWP projects. Conduct project visit as part of verification. **Monitor performance of the district on EPWP** Coordinate, collect, and retrieve data on the system. Develop terms of reference for the study to be undertaken. Provide updates concerning the study to be undertaken. Populate data collection tool for the evaluation study. Submit report of evaluation study conducted for norms and standards. **Facilitate capacity building of Stakeholders** Identify and invite stakeholders to be trained. Facilitate capacity building and compile training materials. Provide technical support to EPWP stakeholders. Engage on one on one consultation with stakeholders. **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. 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

## ASSISTANT DIRECTORS: EPWP TECHNICAL SUPPORT SERVICES X 6 (1 YEAR CONTRACT)

*Ref No: DPWI 06/07/2020, Alfred Nzo Regional Office (X 3 posts)*

*Ref No: DPWI 07/07/2020, Sara Baartman Regional Office (X 3 posts)*

*Salary Notch R376 596.00 per annum (Level 09)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) in Social Sciences/Public Administration/Public Management/Community Development/Development Studies. Four (4) years working experience in EPWP environment of which three (3) years must be at supervisory level 7 or 8. A valid driver's license. Operating in a Built environment will be an added advantage.

**KNOWLEDGE AND SKILLS:** Knowledge of Construction Industry and Project Management. 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

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Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.

**DUTIES:** Provide technical support to municipalities implementing Emerging Contractor Development Facilitate and manage implementation of the programme; continuously monitor the development of the projects; Compile feedback reports on the programme; Ensure improved performance of staff on the current projects. Provide assistance in quality assurance of assets constructed; Compile and submit updated reports on progress and management of large projects model. **Facilitate planning for EPWP/ Projects and monitor adherence to EPWP prescripts** Engage relevant stakeholders around the objectives of EPWP. Provide support to public bodies to ensure compliance with EPWP guidelines. Provide tender and design guidelines to ensure proper labor intensive execution of projects. Inform the relevant municipality about planned projects to be implemented within its boundaries. Provide assistance to public bodies in identifying suitable EPWP projects. Develop plans to meet targets. Ensure alignment within existing planning mechanism such as IDP/SDBIP submissions. **Facilitate and monitor project designs.** Engage stakeholders on particular policies and procedures. Conduct workshop to public bodies in labor intensive methods. Provide assistance to municipalities in setting and proclaiming EPWP wage rate. Review and align municipality contracting documents to EPWP guidelines and Supply Chain Management processes. Facilitate training of contractors in labor intensive methods of construction. **Facilitate and monitor reporting and performance of projects** Support public bodies to develop effective management information systems and processes. Provide assistance in ensuring that reporting is done on EPWP projects implemented. Review progress of public bodies, including reviewing site visit reports and performance information. Manage generation of reports. Identify and understand blockages to implementation and developing innovative methodologies for resolving them. Monitor implementation of planned interventions. Submit monthly reports on the municipality performance. Give monthly feedback to municipality officials and activate project interventions where necessary. Report monthly to the joint infrastructure team. **Provide assistance on the implementation of EPWP Integrated Grant** Determine parties eligible for EPWP grant as well as basis for its allocation and distribution. Ensure that signed agreement meets EPWP targets and requirements. Monitor project implementation and management. Report on performance and achievements of set targets. Make necessary interventions on non-performing projects and report thereof

## ENGINEERING TECHNICIAN - GRADE A: BUILDINGS (HEALTH PORTFOLIO)

*Ref No: DPWI 08/07/2020, Head Office (Bhisho)*

*Salary Notch R311 859.00 per annum (OSD)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) / National Diploma in Electrical/ Civil Engineering or relevant qualification. Three years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with Engineering Council South Africa (ECSA) as a Professional Engineering Technician

**KNOWLEDGE AND SKILLS:** **Technical:** Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal Compliance. Technical report writing. Technical Consulting. **Generic:** Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising • Change management • People management

**DUTIES:** **Render technical services:** - (i) Assist Engineers, Technologists and associates in field, workshop and technical office activities. (ii) Promote safety in line with statutory and regulatory requirements; (iii) Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and (iv) Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. **Perform administrative and related functions:** - (i) Provide inputs into the budgeting process as required; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical/engineering operational plan; (iv) Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. • **Research and development:** - (i) Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on technical engineering technology to improve expertise; and (iii) Liaise with relevant bodies/councils on engineering-related

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## ARTISAN FOREMAN GRADE A: BUILDINGS (X3 POSTS)

*Ref No: DPWI 09/07/2020, (Carpentry) OR Tambo Regional Office (Lusikisiki x1 post)*

*Ref No: DPWI 10/07/2020, (Bricklaying) OR Tambo Regional Office (Port St Johns x1post)*

*Ref No: DPWI 11/07/2020, (Bricklaying) Amathole Regional Office (Dutywa x1post)*

*Salary Notch: R 304 263.00 per annum (OSD)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Appropriate trade test certificate. Valid driver's license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site.

**KPAs:** (a) Design:- Supervise and produce designs according to client specification and within limits of production capability (b) Production: Produce objects with material and equipment according to job specification and recognized standards; Quality assurance of produced objects (c) Maintenance:- Inspect equipment and /or facilities for technical faults; Repair equipment's and facilities according to standards; Test repair equipment and / or facilities against specifications; Service equipment and /or facilities according schedule; Quality assure serviced and maintained and/or facilities (d) Perform administrative and related functions: Update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; Compile and submit reports as required; Provide inputs to the operational plan; Ensure adherence to safety standards, requirements and regulations (e) Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works (f) maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/ literature studies on technical/engineering technology to improve expertise.

## ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION (EPWP)

*Ref: DPWI 12/07/2020, Chris Hani Regional Office (Queenstown)*

*Salary Notch: R257 508.00 per Annum (Level 7)*

**PURPOSE:** Assist in the coordination, reporting and monitoring of EPWP projects.

**MINIMUM REQUIREMENTS:** National Senior Certificate, National Diploma, in Public Admin/management/Development Studies/ Monitoring and Evaluation. At least two years' experience in the EPWP M&E environment. Code 8 driving license.

**KNOWLEDGE AND SKILLS:** Computer Literacy, Communication Skills. Facilitation Skills. Ability and willingness to travel. Sound and knowledge of Government Protocol processes and regulations. Knowledge of Expanded Public Works Programmes. Understanding of EPWP Guidelines, understanding of Monitoring and Evaluation processes. EPWP Reporting System. Knowledge of PFMA. Report writing skills. Ability to work effectively with stakeholders at various levels. Problem solving skills. Ability to work under extreme pressure

**KPA'S:** The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Community participation in all community based public programmes in all Sectors of EPWP e.g. Infrastructure, Social, Environment and Non State Sector projects • Monitor Data Quality Assessment in all implemented projects • Social facilitation • Give Technical support to all Public bodies in the region • Supervise subordinates within the region • Coordinate and attend meetings • Monitor incentive grants and evaluation reports • Knowledge of EPWP reporting system • Draw performance report from EPWP reporting system for public bodies on monthly basis • Manage filing system

## ADMINISTRATION CLERK: PROVINCIAL CO-ORDINATION (EPWP) (X2 POSTS)

*Ref No: DPWI 13/07/2020, O.R. Tambo Regional Office (Mthatha) x1 post*

*Ref No: DPWI 14/07/2020, Amatole Regional Office (East London) x1 post*

*Salary Notch: R173 703.00 per annum (Level 5)*

**REQUIREMENTS:** Grade 12 (Senior Certificate), relevant experience in EPWP will serve as an added advantage. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. Knowledge of the Expanded Public Works Programme (EPWP).

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**KPA's:** 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 procurement matters. Ensure safe keeping of all records. The candidate will also be required to provide Social Facilitation support.

## ARTISAN PRODUCTION - GRADE A: BUILDINGS (7 POSTS)

*Salary Notch: R 190 653.00 per annum (OSD)*

*Ref No: DPWI 15/07/2020, (Painting, Bricklaying) OR Tambo Regional Office (Mthatha x2 posts)*

*Ref No: DPWI 16/07/2020, (Painting, Carpentry) OR Tambo Regional Office (Qumbu x 2 posts)*

*Ref No: DPWI 17/07/2020, (Painting) OR Tambo Regional Office (Port St Johns x 1 post)*

*Ref No: DPWI 18/07/2020, (Bricklayer) Alfred Nzo Regional Office (Mount Frere x1 post)*

*Ref No: DPWI 19/07/2020, (Electrical) Amatole Regional Office (Fort Beaufort x1 post)*

**MINIMUM REQUIREMENTS:** National Senior Certificate, Appropriate Trade Test Certificate. A Valid driver's license.

**KNOWLEDGE AND SKILLS:** Technical analysis knowledge. Technical report writing. Production, process knowledge and skills, problem solving and analysis. Communication. Decision making. Team work.

**KPAs: Design:** Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. **Maintenance:** - Inspects equipment and /or facilities for technical faults. Repair equipment according to standards. Test repair equipment and /or facilities against specifications. Service equipment and /or facilities according to schedule. Quality assure serviced and maintained equipment and /or facilities. **Perform administrative duties and related functions:** - Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and mentor staff. **Maintain expertise:** - Continuous individual development to keep up with the new technologies and procedures.

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**CLOSING DATE: 14 AUGUST 2020**

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

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

Applications can be forwarded through one of the following options:

### DEPARTMENT OF PUBLIC WORKS

Applications for posts in for **Head Office Bhisho**, **Hand Delivery:** Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. **Alternatively applications can be forwarded to [e-recruitment-bhisho@ecdpw.gov.za](mailto:recruitment-bhisho@ecdpw.gov.za)**

; Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

Applications for posts in for **Amathole Region (East London):** Hand Delivery: Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel: 043 711 5772; **Alternatively applications can be forwarded to [e-recruitment-amathole@ecdpw.gov.za](mailto:e-recruitment-amathole@ecdpw.gov.za)**



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Applications for posts in for **OR Tambo Region (Mthatha)**: Hand Delivery: K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, MTHATHA, 5099 Enquiries Mr V. Sokhahleleka/ Ms V. Potelwa Tel: 047 505 2767; **Alternatively applications can be forwarded to e-**  
[recruitment-ortambo@ecdpw.gov.za](mailto:recruitment-ortambo@ecdpw.gov.za)

Applications for posts in **Chris Hani Region (Queenstown)**: Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. Enquiries: Ms N. Ndawo Tel: 045 807 6676 or Mr L. Nkalweni Tel: 045 807 6679: **Alternatively applications can be forwarded to e-**  
[recruitment-chrishani@ecdpw.gov.za](mailto:recruitment-chrishani@ecdpw.gov.za)

Applications for posts in **Alfred Nzo Region (Mount Ayliff)**: Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- enquiries can be directed to Ms N Gcabi Tel: 039 254 6842 or Ms L Mncwabe Tel 039 254 6764 or Post to Private Bag X3556, Kokstad, 4700.

**Alternatively applications can be forwarded to** [e-recruitment-alfrednzo@ecdpw.gov.za](mailto:e-recruitment-alfrednzo@ecdpw.gov.za)

Applications for posts in **Sarah Baartman Region (Port Elizabeth)**: Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel: 041 390 9032; **Alternatively applications can be forwarded to** [e-recruitment-sarahbaartman@ecdpw.gov.za](mailto:e-recruitment-sarahbaartman@ecdpw.gov.za).

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

## DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

### CHIEF DIRECTOR: CORPORATE & DISTRICTS OPERATIONS SUPPORT

*Salary Range: An all-inclusive remuneration R 1 251 183 (Level 14)*



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**HEAD OFFICE Ref: DSRAC 01/07/2020**

**MINIMUM REQUIREMENTS:** National Senior Certificate, B. Degree (NQF level 7) in Business Administration / Public Administration / Human Resource Management / Legal / Financial Management or relevant qualification. An SMS pre-Entry Certificate is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives. At least 5 years' experience at Senior Manager Level, with 10 years' experience in any core functions relating to the post. EDP will be an added advantage. Have the following SMS Competency: (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, Communication, Honesty and Integrity). A valid driver's license.

**DUTIES:** Strategically manage, direct and account for the provision of integrated human resource management services. Strategically manage, direct and account for the internal provisioning of information technology (ICT) infrastructure services. Direct and account for the provisioning of legal advisory and litigation support services. Manage, direct and account for the provision of the records management, facilities management as well as security services. Oversee and account for the communication and marketing services. Coordinate and support of districts operations. Manage the allocated resources for the sub-programme in line with legislative and departmental policy directives. Ensure the provision of Communication and events Services.

**Females and Persons with Disabilities are encouraged to apply.**

An SMS pre-Entry Certificate is one of the minimum requirements for SMS as indicated under paragraph 10.3 of the DPSA Directives. <https://www.thensg.gov.za/training> -course/sms-pre-entryprogramme

**CLOSING DATE:** 14 August 2020 @ 12H00

**Post to:** The Acting Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bhisho, 5605 OR **hand deliver to:** No. 5 Eales Street, Wilton Zimasile Mkwai Building, King William's Town, 5605;

**Alternatively applications can be forwarded to:** [thamie.bodlani@ecsrac.gov.za](mailto:thamie.bodlani@ecsrac.gov.za);

**ENQ. Ms. N. Bodlani 043 492 0280 / 072 883 3625**

**Note:** Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s).

**Persons with disability are encouraged to apply.**

**No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert**



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