

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be submitted using e-Recruitment system which is available on www.ecprov.gov.za or <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: sanet.nieuwenhuys@ecdoe.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Applicants: Applications received after closing date will not be considered. No Faxed applications will be accepted, No Hand Delivered applications will be allowed.
- FOR ATTENTION** : Ms Sanet Nieuwenhuys
- CLOSING DATE** : 02 June 2023
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC CoGTA Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. This certificate is to be submitted on the interview day. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department

reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications) Enquiries: Ms NP Sipahlanga Tel: 040 608 4245. For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za.

MANAGEMENT ECHELON

POST 17/101 : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: ECDOE CDFAS01/05/2023**
Programme: Finance

SALARY : R1 308 051 - R1 563 948 per annum (Level 14), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Provincial Office - Zwelitsha
: A Senior Certificate, A NQF 7 in the fields of Accounting, Finance or Auditing. Minimum of 5 years relevant experience at SMS level. Knowledge of Financial management, financial accounting, and business practices. Candidate must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government. Ability to establish and manage financial systems and controls. Knowledge of strategic planning, budgeting and government payment processes and systems. Project Management skills. Service orientated. Sound organizing, planning and leadership skills. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. In-depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Labour Relations Act, Public Service Act and its regulations and Supply Chain Management policies and practices. A high degree of aptitude for strategic planning and management, decision-making, leadership, innovation, and motivation. South African citizenship. Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Knowledge of Financial Management, Financial Accounting, HR management practices and business practices. Ability to establish and manage financial systems and control. A valid Code B driver's license. Ability to work under pressure and long hours.

DUTIES : Manage timely preparation of financial statements in accordance with prescribed standards and formats, taking into consideration NT & PT policies and circulars. Manage timely payments of Service Providers, Personnel payments, and Departmental stakeholders and ensure sound Bank Management practices. Ensure implementation of effective internal control mechanisms. Ensure implementation of effective and compliant financial management policies and procedures. Provide revenue collection, payment services and accounting reporting services. Manage the Administration Programme of the Eastern Cape Department of Education including the Departmental Audit Controllers activities.

ENQUIRES : Ms. N.D. Ngcingwana Tel No: (040) 608 4415
For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za

NOTE : NB: Gender equity (Females) and people living with disability will be prioritized in filling this post

POST 17/102 : **DISTRICT DIRECTOR: OR TAMBO COASTAL REF: ECDOE DDORTC02/05/2023**
Programme: Institutional Operations Management

SALARY : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Fort Beaufort
: NQF Level 7 qualification in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle

Management Service (Salary level 11 and 12) Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

DUTIES

: Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

ENQUIRIES

: Mr TT Dyasi Tel No: (047) 5024272/4225

NOTE

For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za
NB: Gender equity (Females) and people living with disability will be prioritized in filling this post.

OTHER POSTS

POST 17/103

: **CHIEF PROJECT MANAGER (CIVIL ENGINEER) REF NO: ECDOE CE03/05/2023**
Directorate: Delivery
Programme: Physical Resource Management

SALARY

: Grade A: R1 146 540 CTC per annum, (OSD). Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

: Provincial Office– Zwelitsha
: B-degree in Civil Engineering/Project Management (Civil Engineering). Registered as a Professional Engineer with the Engineering Council of South Africa (ECSA). Or registration as a Project Manager-Civil Engineer with Project and Construction Management Profession (SACPCMP): Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Knowledge Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of

2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

DUTIES

: Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Basic Education. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. 5. Maintain civil/structural engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply civil design principles. 3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine civil/structural engineering performance-based standards. 6. Develop civil engineering standard data sheets and drawings. Provide civil engineering inputs to Project Execution Plans. Determine requirements for built environment document management system from a Civil Engineering perspective. Investigate civil engineering installations, undertake design work and implement corrective measures, where necessary. Prepare reports on civil engineering investigations. Determine civil proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an engineering perspective with inputs received from other professionals. Coordinate the drafting of the User Asset Management Plan through inputs from all the professionals. Complete the Technical Condition Assessments of projects planned and implemented in the MTEF from an engineering perspective. Obtain relevant information of professionals in terms of the preparation of the User Asset Management Plan. Finalise and update the U-AMP on a continuous basis. Environmental, OHS adherence in terms of planning and Maintenance. Validate from an engineering perspective adherence to environmental and OHS requirements in terms of all infrastructure plans. Validate from an engineering perspective district plans on disaster management. Validate District and Schools Evacuation plans from an engineering perspective. Provide inputs to infrastructure assessments. Provide inputs to life cycle costs. Develop maintenance programmes. Provide engineering inputs to maintenance projects. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake

planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

- ENQUIRIES** : Mr. M Mduba Tel No: (040) 608 4246
For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za
- POST 17/104** : **CHIEF QUANTITY SURVEYOR REF NO: ECDOE CQS05/05/2023**
Programme: Physical Resource Management
Directorate: Delivery
- SALARY** : Grade A: R1 020 087 CTC per annum, (OSD), Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Provincial Office– Zwelitsha
: B-degree (NQF 7) in Quantity Surveying. Registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Professions (SACQSP) as a Quantity Surveyor or Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP). Valid driver's licence. Computer literacy. Minimum of Six years' experience post qualification. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.
- DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent (IA) – referred to as Project Execution Plan v1. 4. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent (IA). Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring. Monitor the implementation of Programmes and Projects by the Implementing Agents (IA) and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent (IA) Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). 4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent (IA). Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of

project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-today, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-today, routine and emergency projects implemented by Districts and Schools. 6. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Financial Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

- ENQUIRIES** : Mr. M Mduba Tel No: (040-608 4246)
For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za
- POST 17/105** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ECDOE DDSCM06/05/2023**
Programme: Physical Resource Management
Directorate: Delivery
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
- CENTRE REQUIREMENTS** : Provincial Office– Zwelitsha
: Tertiary qualification (NQF Level 7) in Public Management/Administration, Logistics, Supply Chain Management and Financial Management. The candidate must possess a firm background in procurement, supply chain management and governance/ compliance management. Willingness to travel with a valid driver's license. A minimum of 3 years' experience as an Assistant Director (level 9/10) and proven years of experience in managing various elements of Supply Chain Management / auditing and compliance management. Willingness to travel with a valid driver's license. Knowledge:

Thorough knowledge and understanding financial systems such as Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), Logis Certificate. Understanding of procurement related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act (PPPFA), Construction Management and Facilities Management and Property Management Act. Skills: Financial management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; Leadership and motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements..

DUTIES

: Manage the Sub-Unit Bid Administration and Acquisition Management of goods and services, Manage Movable and Asset Management, Ensure effective of Travel Logistic Management, and Manage Transport 117 Administration. Develop the Business Plan for Sub-Unit, Appointment of Bid Committees in line with National Treasury Guidelines. Manage the compilation of bid documents and advertisements. Ensure all bids are advertised and published in the relevant plat form in terms of pertinent policies and regulations. Ensure effective management of the secretariat support function, Manage and monitor the Procurement Strategies for all Projects. Ensure Procurement Plan for all Projects is closely monitored and updated. Manage the War Room sessions with Line Managers. Manage all relevant registers involved in Acquisition Management. Have a knowledge of developing the Expression of Interest and two stage bidding. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage the administration of Tender Appeal for all prospective bidders. Manage the Pre-Audit and Post Audit of bids. Manage Provisioning and Logistics Management for all Order to be issued on BAS, Logis and Payment SAGE System. Manage travel, flight and accommodation for the Regional Office. Management and monitoring of directorate's budget. Management of procurement processes related to goods and services and including travel and accommodation. Management and monitoring of the Sub-Unit' budget. Ensure compliance with the National Treasury Framework for travel and accommodation. Management of applicable National Treasury Service Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines- photo copiers machines, Courier Services, Furniture removals). Ensure effective management of Fleet, Subsidised vehicle. Management of office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements. Manage Movable Asset Management and ensure Asset Register is in place, Monthly Reconciliation of assets. Prepare monthly, quarterly and annual Financial Statements. Manage and deal with all audit queries from Internal and External Auditors. Manage and supervision of the staff.

ENQUIRIES

: Mr. M Mduba Tel No: (040-608 4246)
For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za

POST 17/106

: **MECHANICAL ENGINEER (PROJECT MANAGER) REF NO: ECDOE ME04/05/2023**
Programme: Physical Resource Management
Directorate: Delivery
(Re-advertisement)

SALARY

: Grade A: R795 147 CTC per annum, (OSD), Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

<u>CENTRE</u>	:	Provincial Office– Zwelitsha
<u>REQUIREMENTS</u>	:	B-degree in Mechanical Engineering. Registration with the Engineering Council of South Africa (ECSA) as a Professional Mechanical Engineer and Registration as a Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP): Mechanical Engineer. Valid driver's licence. Computer literacy. Minimum of Three Years' experience post qualification. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
<u>DUTIES</u>	:	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective Provide inputs to technical and functional norms and standards from an engineering perspective to be Mechanical Engineer Chief Engineer. issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance-based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plans and Reports. Determine requirements for built environment document management system from a Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations and maintenance. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Provide inputs to infrastructure assessments from a mechanical engineering perspective. Provide inputs to life cycle costs from a mechanical engineering perspective. Develop maintenance programmes.\ 6. Provide engineering inputs to maintenance projects from a mechanical engineering perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.
<u>ENQUIRIES</u>	:	Mr. M Mduba Tel No: (040) 608 4246

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- POST 17/107** : **ARCHITECT REF NO: ECDOE ARC07/05/2023 (X2 POSTS)**
(Re-advertisement)
Programme: Physical Resource Management Conditional Grant
Directorate: Planning/Delivery
- SALARY** : R687 879 CTC per annum, (OSD)
CENTRE : Head Office Zwelitsha
REQUIREMENTS : Degree in Architecture as recognised by the South African Council for the Architectural Profession. Minimum of Three years' experience post qualification. Registration as a Professional Architect with the South African Council for Architectural Profession (SACAP) or as a Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP). Valid driver's license. Computer literacy.
- DUTIES** : Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Make inputs to policies, procedures and criteria for infrastructure projects from an architectural perspective. Make inputs to commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realize the education goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from architectural perspectives. Determine green technology compliance requirements. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for. Study professional journals and publications to stay abreast of new developments. Monitor and study the education the Department including interaction with relevant professional development boards/councils. sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.
- ENQUIRIES** : Mr. T Monare Tel No: (040) 608 4246
For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za
- POST 17/108** : **TOWN AND REGIONAL PLANNER REF NO: ECDOE TRP08/05/2023**
Programme: Physical Resource Management
Directorate: Planning
- SALARY** : Grade A: R687 879 CTC per annum, (OSD), Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Provincial Office– Zwelitsha

<u>REQUIREMENTS</u>	:	B-Degree in Town and Regional Planning. Registered as Built Environment Professional: Town Planner with SACPLAN. Valid Driver's Licence. Computer literate. Appropriate experience after qualification including experience with spatial modelling. Minimum of Three Years' experience post qualification. South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and National Archives and Records Service Act of 1996.norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation.
<u>DUTIES</u>	:	Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Assist to align town planning infrastructure modelling to the Departmental Service Plan. Assist to prepare inputs for Strategic Plan, Annual Performance Plan and Annual Report. Assist to prepare inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan (IPMP). Assist to prepare inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. Develop a ranking list /criteria starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans (IDPs) of Local Government. . Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning. Undertake spatial analysis and modelling to support comprehensive infrastructure planning framework. Validate land suitability and where Public Works do not fulfil its obligations as Custodian, validate the availability of land. Review utilisation of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan (U-AMP). Make input to prioritisation model(s) with inputs from all the professionals. Make input to the development of commissioning plans with inputs from all the professionals. Make inputs to Business Cases with inputs from all the professionals. Make inputs to the User Asset Management Plan and Strategic Briefs. Make inputs to the planning of school equipment and furniture. Development, interpretation and customisation of functional and technical norms and standards Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.
<u>ENQUIRIES</u>	:	Mr. M Monare Tel No: (040) 608 4246 For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za .
<u>POST 17/109</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: ECDOE ADPA09/05/2023</u> Programme: Physical Resource Management Directorate: Physical Resource Planning & Property Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Provincial Office– Zwelitsha Relevant NQF 6 in Real Estate or Property Management. Computer literacy. Minimum of Three Years' experience post qualification at supervisory level (level 7/8). PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public

Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Must have valid driver's license.

DUTIES

: Land Affairs and Immovable Asset Register. Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets (land and buildings) for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets (land and buildings) for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. 5. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Accommodation, Municipal Accounts and Expenditure Management. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. 4. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Utilities. Make inputs to the preparation of guidelines on the use of utilities by Schools Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. 6. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. People Management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

: Mr. M Monare Tel No: (040) 608 4246
For e-Recruitment Enquiries, email to: sanet.nieuwenhuys@ecdoe.gov.za

OFFICE OF THE PREMIER

APPLICATIONS

: Applicants can apply using e-Recruitment system which is available on www.ecprov.gov.za or <https://ecprov.gov.za/>; <https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za No faxed will be accepted, No Hand Delivered applications will be accepted

CLOSING DATE

: 02 June 2023. Applications received after the closing date will not be considered.

NOTE

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your

application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC CoGTA Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. This certificate is to be submitted on the interview day. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Persons with disability and people from previously disadvantaged groups and youth are encouraged to apply. Employment equity targets of the department will be adhered to.

MANAGEMENT ECHELON

<u>POST 17/110</u>	:	<u>CHIEF DIRECTOR: HRM&D REF NO: OTP 01/05/2023</u>
<u>SALARY</u>	:	R1 305 051 - R1 563 948 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Human Resources Management, Public Administration /Management, or any other related field. Minimum 5 years' experience at Director level within a Human Resources environment. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of policy analysis, policy development and policy implementation and review processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public finance management; Knowledge of legislative framework and government procedures on public finance, human resources management and supply chain management; Knowledge of the latest advances in public management theory and practice; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Eastern Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector Key competencies: - Strategic Thinking; Applying Technology; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Managing Interpersonal; Conflict Management; Problems Solving; Organising; Decision Making; Project Management; Team Leadership; Communication (verbal & written).
<u>DUTIES</u>	:	Oversee the management and coordination of the implementation of HRD & PMDS as well as Human Resource Planning, Talent Management (including recruitment and Selection, Attraction, Retention and Career Management), Employment Relations and Employee Wellness Programmes. Oversee and ensure that provincial HRM & D policies are developed and implemented to

enable service delivery. Oversee the monitoring of policy compliance and the quality of decision making in the context of people management. Ensure improvement in the effectiveness of HRM & D practices and processes in the provincial government in the areas of HRD, PMDS, Talent Management, ER, EW through, inter alia, functional fora, Provincial HRM & D Forum, technical advice and targeted interventions and support. Oversee the facilitation, coordination and monitoring of public service capacity building programmes in the province through the departmental Workplace Skills Plan (WSP) and in line with the departmental strategic plan and the Provincial Development Plan (PDP), Strategic Skills and special projects. Oversee the implementation of PMDS in the provincial departments to ensure effective and efficient service delivery. Ensure the facilitation of the development and implementation of credible HR Plans and Talent Management Strategies that are aligned to the strategic plans and service delivery requirements of the departments. Develop mechanisms that promote the realisation of HR efficiencies through, inter alia, CoE reduction processes, centralised recruitment/ advertising, e-recruitment etc. Ensure the facilitation of the improvement of employment relations practices in the province by providing strategic and technical support in the management of labour relations in the departments. Promote the maintenance of employee wellness in the province by facilitating the provision of strategic and technical support in the management of integrated employee wellness in the departments. Lead and guide the implementation of organisational development services and change management programmes in the province. ensure the provisioning of consultation services by conducting diagnostics aimed at evaluating institutional efficiency, effectiveness, and performance issues in partnership with client departments, oversee the implementation of appropriate interventions. Oversee the provision of consultancy services on the development of service delivery models & organizational structures of provincial departments. Oversee the management and coordination of job evaluation services in the province. Oversee the promotion, facilitation and the implementation of Batho Pele programmes. Oversee the coordination of the implementation of transformation programmes through change interventions to improve the culture and quality of the public services. Lead and guide the coordination of the implementation of the Public Service Operations Management Framework in the province. Oversee the conducting of diagnostics to identify service delivery blockages and facilitate the development and implementation of corrective measures. Oversee the conducting of business process improvement and development of Standard Operating Procedures in the provincial departments. Ensure the provisioning of consultation services by conducting productivity measurement improvement and management in the departments. Oversee the development and maintenance of Service Delivery Charters and Service Delivery Improvement Plans and monitor the implementation thereof. Ensure the formation of partnerships and provision of technical advice to service delivery departments working towards the development and implementation of turn around initiatives. Ensure capacity building on the Operations Management Framework in the province. Lead the monitoring and reporting on compliance regarding HRM&D Programmes and projects; provisioning of HR Management Information Systems Oversight and co-ordination of various HRM & D initiatives, including HOD Career incidents. Oversee the monitoring of the implementation of the HRM Compliance and Accountability Framework and any other frameworks as well as the reporting thereof. Oversee the provisioning of strategic HRM information and the overall improvement, monitoring and reporting on the integrity of HR Management Information Systems in the province e.g NMIR, PERSAL management and clean up. Oversee the management of career incidents across the employee life cycle of HoDs for example, recruitment, employment relations issues, training, PMDS etc. Promote the maintenance of harmonious employment relations in the province by engaging and consulting within the PSCBC, GPSSBC, sectoral councils and other relevant forums. Oversee the implementation of strategic and special skills development programmes and projects in the province in line with the PDP. 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. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms N. Mafu at: 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059 For e-Recruitment Enquiries: recruitment@ecotp.gov.za
<u>POST 17/111</u>	:	<u>DIRECTOR: PERFORMANCE MONITORING AND REPORTING (SOCIAL TRANSFORMATION CLUSTER) REF NO: OTP 02/05/2023</u>
<u>SALARY</u>	:	R1 105 383 – R1 302 102 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Social Sciences/Public Administration /Development Studies or relevant field. An additional qualification in Monitoring and Evaluation/ Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director level in performance monitoring in the public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional, and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge of social facilitation. Knowledge management practices. Key Competencies: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, financial management skills.
<u>DUTIES</u>	:	Co-ordinate M & E Policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and provide support to government institutions. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. 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. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059 For e-Recruitment Enquiries: recruitment@ecotp.gov.za
<u>POST 17/112</u>	:	<u>DIRECTOR: INFORMATION COMMUNICATION & TECHNOLOGY REF NO: OTP 03/05/2023</u>
<u>SALARY</u>	:	R1 105 383 – R1 302 102 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate, an NQF Level 7 as recognized by SAQA (B. Tech/Degree/Advanced Diploma) in ICT (Informatics or Computer Science) or related field. Minimum 5 years' experience as Deputy Director in ICT related field. Knowledge of IT Risk management, ICT Governance Frameworks, and practices, CoBIT, ITIL and ISO standards. Key Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Excellent writing skills, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory.
<u>DUTIES</u>	:	Coordinate and monitor the development and implementation of ICT policies, strategies, plans and practices in the province: Develop ICT policy guidelines, directives, standards and implement best practices, such as ITIL, CoBIT, etc. Continuously evaluate the understanding and adherence to governance standards. Coordinate the review and implementation of disaster management/business continuity plans. Review ICT policies and standard operating procedures (SOPs) covering the full range of ICT activities on an ongoing basis. Facilitate the reporting to internal and external stakeholders according to functional and stakeholder needs. Monitor compliance with DPSA and other established frameworks, directives, guidelines, directives and prescripts: Manage the facilitation and implementation of awareness campaigns on ICT Governance related frameworks, guidelines, and prescripts. Coordinate the identification and provision of ICT training requirements (e.g., on disaster management/business continuity plans, etc.). Monitor the adherence and compliance to ICT policies and procedures. Facilitate the identification of ICT related risks and development and management of an ICT Risk Register. Report non-compliance and make recommendations on mitigating strategies to relevant structures (e.g., PGITOC, G & A Cluster and Departmental HODs). Manage the development of Provincial Digital Transformation Strategy and its cascading: Manage and monitor the gathering of Business Analysis and Business User needs. Manage the Business Process Mapping requirements. Manage the drafting of requirements documentation for the development and implementation of ICT systems. Manage the analysis of information gathered from multiple sources, reconcile, and package for strategic decision making. Serves as the conduit between the customer community (internal and Provincial Departments) and the Business Analysts, software development team through which requirements flow. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059 For e-Recruitment Enquiries: recruitment@ecotp.gov.za

OTHER POSTS

- POST 17/113** : **SPECIALIST STATE LAW ADVISOR: LEGAL COMPLIANCE SERVICES**
REF NO: OTP 04/05/2023
Purpose: To manage the Legal Compliance Services Directorate and to provide legal advice; draft contracts and agreements; capacitate government officials on certain laws
- SALARY** : R1 408 245 – R2 126 112 per annum (LP 10 - OSD)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). Admission as an Attorney or Advocate. At least 10 years' appropriate post qualification advisory experience (experience in drafting of contracts and agreements will be an added advantage). Applicants must understand the public service prescripts/laws and its application. The following key competencies are essential: Sound knowledge in commercial, constitutional and administrative law, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws. Drivers licence is required.
- DUTIES** : Drafting and vetting of contracts and agreements. Providing advice and legal opinions to the Office of the Premier and provincial government departments. Co-ordination and support in legal compliance in the Province, especially in relation to the implementation of PAIA and POPIA. Reporting on constitutional court judgments. Liaising with the State Law Advisors, Legal Administration Officers, State Attorneys and other internal and external stakeholders. Manage area of responsibility: Manage and co-ordinate the effective and efficient running of the Legal Advisory Services directorate. Manage the review of the Legal Advisory Services directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legal Advisory Services directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legal Advisory Services directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legal Advisory Services directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legal Advisory Services directorate within set timeframes. Manage all staff and report of their performance.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at Tel No: 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za
- POST 17/114** : **DEPUTY DIRECTOR: FINANCIAL PLANNING AND BUDGETING REF NO:**
OTP 05/05/2023
- SALARY** : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, an NQF Level 7 as recognised by SAQA in Accounting / Management Accounting / Financial Management. Minimum 3 years' experience as Assistant Director in Budget. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of the following prescripts: Public Finance Management Act, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Public Service Act, Understanding of Budget Management best practices. Knowledge of the Budget Management Systems. A valid driver's licence.
- DUTIES** : Plan and coordinate departmental budget process: Develop the plan for budget cycle. Facilitate and coordinate the analysis and consolidation of MTEF budget, adjustment estimates and submission of roll-over funds. Consolidate departmental priorities and projects include them in the budget. Manage the accurate capturing of MTEF budget in the data base and BAS. Manage

accurate capturing of adjustment estimates. Check alignment of responsibilities and objectives on BAS with PERSAL and rectify if necessary. Manage the process of monitoring the departmental budget: Analyze, coordinate and consolidate the departmental annual cash flow projections. Analyze expenditure trends and discuss with programme managers. Monitor confirmation of budget availability to ensure that expenditure is within allocated parameters. Advise programme managers on misallocations and long outstanding commitments for rectification purposes. Ascertain correct allocation of expenditure and that all necessary documents are attached, and payments are compliant with prescribed regulations. Analyze and consolidate departmental IYM report including variance explanation. Manage budget and expenditure misallocations. Verify and confirm that approved shift and virements are captured accurately in BAS, IYM and expenditure reports. Manage the provision of budgetary support services to the department: Manage the provision of budgetary support, analysis, advice and guidance. Attend to budget enquiries promptly. Provide training to departmental officials on budget related issues. Generate financial management reports: provide weekly BAS reports to programme managers. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job 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. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/115 : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: OTP 06/05/2023**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior certificate, Degree /Advanced National Diploma in Financial Management or any relevant qualifications at NQF level 7 as recognized by SAQA. Minimum 5 years' experience of which 3 years must have been at an Assistant Director Level. In-depth knowledge of investment and cash management, BAS System, PERSAL, Economic Reporting Framework (ERF), In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars, Accounting Systems and DPSA Circulars. A valid driver's license.

DUTIES : Provide BAS System support in the Department: Create and maintain segment detail structure for the purposes of Budget capturing and PERSAL integration. Coordinate the implementation and maintain workgroups and workflows to ensure segregation of duties. Coordinate the implementation and maintenance departmental chart of accounts (code structure). Maintain user account management i.e. security profile. Maintain a communication link between Logik - National Treasury and the department. Coordinate the provision of BAS training for departmental BAS users. Investigate issues experienced by users and consultation with Provincial and National Treasury where requested in order to rectify any challenge. Provide exception reports for efficient monthly BAS closure: Monitor BAS ledger accounts. Monitor bank and PERSAL exceptions. Coordinate the closing of the month and financial year. Preparation of weekly and monthly financial reports: - Coordinate the preparation of weekly and monthly cash-flows and revenue IYM. Monitor and confirmation of Exchequer releases. Reconcile revenue for the purposes of quarterly and

financial year end. Verify BAS, LOGIS integration reconciliation and petty cash. Render guidance on month and year end procedures and advise on Financial Statements. Manage area of responsibility: Review Systems Administration Sub Directorate's performance and make recommendations to improve the efficiency and effectiveness. Report on Systems Administration Sub Directorate's information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Systems Administration Sub Directorate. Ensure that performance agreements and development plans are developed and implemented for subordinate(s) within set timeframes. Ensure that subordinate(s) performance are managed on a daily basis and that Performance Assessments of subordinate(s) in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/116 : **BRANCH COORDINATOR: DEPUTY DIRECTOR GENERAL: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT REF NO: OTP 08/04/2023**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)

CENTRE REQUIREMENTS : Head Office: Bhisho
A National Senior Certificate, An NQF level 6/7 National Diploma/Degree as recognised by SAQA in Finance / Human Resources / Project Management / Business Studies / Public Administration or Management. Minimum three (3) years' experience at Assistant Director Level in a relevant field. Ability to communicate with people at different levels and from different backgrounds with tact and discretion. Good Report writing skills and telephone etiquette. Computer Literacy. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Self-Management, motivation and knowledge of financial administration. A valid code EB driver's licence.

DUTIES : Perform administrative activities and co-ordinate the DDG's programme according to operational needs, policies and procedures: Scrutinize documents to determine actions/information/documents required; Collect and compile information about issues that needs to be discussed; Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made. Prepare briefing notes as well as other documentation, including presentations to be made by the DDG in various platforms.; Compile the agenda of meetings chaired by the DDG and ensure circulation of accompanying memoranda; Co-ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc.; Co-ordinate, follow-up and compile reports of a transversal nature for the DDG and advise/sensitize the DDG on reports to be submitted (for example by Components, to oversighting bodies, etc.); Analyse Sub-Programme performance and statutory reports for the necessary feedback; Co-ordinate the performance agreements/ assessments and financial disclosures with regard to SMS members in the Branch. Liaise with relevant stakeholders to ensure integration of programmes, Coordinate parliamentary enquiries. Provide general support services in the office of the DDG: Set up and maintain effective administration and governance systems in the Office that will ensure efficiency in the office; Establish, implement and maintain effective processes/ procedures for information and documents flow to and from the Office; Ensure the safekeeping of all documentation in the Office; Oversee the management of DDG's engagements Coordinate and support Working Group/s convened by the DDG. Coordinate the Branch planning and reporting. Provide financial and other support activities to the

DDG to ensure adherence to protocols, policies and procedures: Determine and collate information about the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the DDG about possible over- and under spending, Identify the need to move funds between items compile submissions for this purpose, Oversee responses drafted by the staff in the Branch Office on enquiries received from internal and external stakeholders; Execute research, analyze information and compile complex documents for the DDG; Source information and compile memoranda as required; Draft responses for submission to internal and external stakeholders. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives : Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job 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, Ensure management , maintenance and safekeeping of assets, Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in own area of responsibility.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/117 : **DEPUTY DIRECTOR: ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: OTP 09/05/2023**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive remuneration package)

CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate, an NQF 6/Level 7 qualification as recognised by SAQA in Industrial Psychology / Public Administration / Human Resource Management / Social Sciences / Industrial Engineering. Minimum 3 years' experience as Assistant Director in OD and Change Management. Knowledge: Change Management, Batho Pele principles, Knowledge of evolving OD principles and techniques, Project management, Policy analysis, development, implementation and review processes, in-depth knowledge of legislative framework that governs the Public Service. A valid code EB driver's licence.

DUTIES : Provide services to diagnose and evaluate institutional effectiveness: Conduct diagnostics aimed at evaluating constitutional effectiveness and performance issues in partnership with client departments and implement appropriate interventions. Provide technical hands-on support to provincial departments. Evaluate institutional effectiveness and performance issues in partnership with client departments. Implement appropriate interventions to optimize process efficiencies. Support the development of Service Delivery Models and Organisational Structures of Provincial Departments: Provide technical and advisory support on service delivery models. Provide technical and advisory support on organisational re-structuring and re-engineering. Conduct validation of organisational structures and service delivery models with compliance of applicable legislation. Provide monthly, quarterly and annual report on the status of restructuring within the province. Provide support in the development, review and implementation of Provincial OD policy. Develop and maintain a provincial database of organizational structures and job evaluation. Facilitate capacity building of OD Practitioners in the province. Facilitate and coordinate change management programmes. Facilitate the implementation of the provincial department's change management plan. Drive the transformation agenda and do regular checks. Coordinate job evaluation services in the province: Provide support in the development, review and implementation of job evaluation policy. Develop and monitor the implementation of JE procedure manual. Monitor the effective functioning of departmental JE structures. Provide monthly, quarterly and annual reports on the status of JE in the province. Coordinate the development of job description in line with the applicable norms. Facilitate capacity building of OD Practitioners in the province. Ensure the functionality and effectiveness of the provincial OD

Forum. Provide advice, guidance and technical hands-on support to provincial departments on job evaluation, where required or requested. Promote and facilitate the implementation of Batho Pele Programmes: Facilitate and coordinate Batho Pele and Culture Change provincial forums. Conduct audits for Batho Pele processes and surveys and submits relevant reports to relevant authorities. Facilitate the Implementation of the Batho Pele Revitalisation Strategy Implement organisational change and transformation programmes: Facilitate the implementation of a provincial transformation strategy in line with the national guidelines. Facilitate the development and implementation of a provincial change management strategy and plan and monitor the implementation thereof in provincial department. Facilitate and coordinate change management programs through change interventions to improve the culture and quality of the public service. Conduct diagnostics aimed at evaluating institutional effectiveness and performance issues in partnership with client departments and implement appropriate interventions. Provide technical support to provincial departments with the development of service delivery improvement plans and service delivery charters: Facilitate and provide hands-on support to the provincial departments on the selection of the appropriate key Services that are aligned to the Provincial Development Plan and Provincial Priorities for Improvement. Capacitate the Provincial Departments on the development service of delivery improvement plans (Training Workshops, One on one engagements, and consultative sessions). Capacitate Provincial Department on the implementation of the Service Delivery Improvement Plan to ensure alignment (Training Workshops, One on one engagements, consultative sessions). Confirm the validation of Service Delivery Improvement Plans to ensure compliance with the DPSA toolkit. Facilitate the process of submitting Service Delivery Improvement Plans to DPSA. Monitor the implementation of the SDIP's by the National Departments based in the province. Capacitate provincial Departments on the Development of the service standards and service delivery charters. Co-ordinate and provide hands-on support to Provincial Departments to cascade the Service Standards and Service Delivery Charter to district level. Provide hands-on support in the development of Service Standards and Service Delivery Charters at Local Government Sphere (Municipalities). Consolidate the provincial department's Service Standards and develop the Provincial Service Delivery Charter. Develop the Provincial Generic Service Standards. Ensure the cascading of the provincial charter to all provincial departments including their districts. Ensure the validation of the Service Standards and Service Delivery Charter to ensure compliance with the current Provincial Priorities. Conduct audits to ensure publishing and display of the Service Delivery charters. Develop district specific service standards. Provide support with the roll-out of the Public Service Operations Management Framework: Review of the Public Service Operations Management Framework. Capacitate provincial departments on the implementation Public Service Operations Management Framework. Facilitate and support the Provincial Departments to Business Process Management and Standard Operating Procedure. Consult Provincial Departments on the implementation of service delivery improvement related matters. Ensure adherence of Provincial Departments to service delivery improvements programs by providing training, mentoring and hands-on support. Render support with the development and submission of the Service Delivery Improvement Programs implementation reports by departments. to OTP. Consolidate the reports for onward submission to DPSA and DPME. Monitor the display of Service Standards, Service Delivery Charter by service delivery sites.

- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za
- POST 17/118** : **DEPUTY DIRECTOR: RAPID RESPONSE (CIVIL ENGINEER) REF NO: OTP 07/05/2023**
- SALARY CENTRE REQUIREMENTS** : R795 147 – R847 221 per annum, (OSD- all-inclusive remuneration package)
: Head Office: Bhishe
: National Senior certificate, Degree in Civil Engineering/BTECH /BSC. Five years post-registration experience required. Compulsory Registration with the Engineering Council of South Africa. A valid Driver's license. Programme and Project Management. Quantity Survey Legal and operational compliance.

		Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer aided engineering applications. Creating high performance culture. Technical Consultancy. Professional Judgement.
<u>DUTIES</u>	:	Quality Survey analysis effectiveness: Perform final review And approval or audits on civil Designs, co-ordinate quality Civil Engineering efforts and integration across discipline to ensure seamless integration with current technology Maintain civil engineering survey operational effectiveness: Manage the execution of civil engineer strategy through the provision of appropriate structures, systems and resources, Set civil engineer standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor civil engineer effectiveness according to organizational goals to direct or redirect civil engineer survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the civil engineer environment / services, Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and manage the compilation added value of the discipline – related programmes and projects. Governance: Allocate, monitor and control resources, Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, provide technical specialist services for the operation of quality survey related matters to minimize possible risks, Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. People Management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey according to organizational needs and requirements and Manage subordinates' key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve department.
<u>ENQUIRIES</u>	:	Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at Tel No: 060 584 4059 For e-Recruitment Enquiries: recruitment@ecotp.gov.za
<u>POST 17/118</u>	:	<u>GIS ANALYST REF NO: OTP 10/05/2023</u>
<u>SALARY</u>	:	R687 879 – R739 509 per annum, (OSD-all-inclusive remunerative package)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	National Senior certificate with an NQF Level 7 qualification recognised by SAQA or Degree or Advanced Diploma in GISc or equivalent qualification. Compulsory Registration to PLATO as a GIS Technologist. Minimum of three years post-qualification experience in corporate GIS Technology work environment. Knowledge Required: Advance knowledge in designing and developing spatial - running on Windows/ SQL Server and Linux / PostgreSQL environment. Knowledge of GIS data management issues. Understand relevant spatial information legislation, i.e. SDI Act, NSIF policies, etc. Knowledge of the internal policies regarding all sections/departments. Key Competencies: Applied Strategic Thinking, Communication and Information Management, Customer Focus and Responsiveness, Networking and Building Bonds, Project Management, Problem Solving and Decision Making and Team Leadership. A valid driver's licence, Code EB.
<u>DUTIES</u>	:	Design, Plan And Perform Gis Analyses To Address The Strategic Objectives Of The Provincial Departments. Develop spatial information applications according to the policies and procedures of OTP. Develop relevant spatial models according to stakeholder requirements. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata onto the OTP website. Coordinate the design, development and creation of geospatial Web Applications. Conduct analysis and visualisation of data to meet the stated requirement and specifications. Manage and implement processes and procedures in terms of aerial and satellite images. Facilitate The Implementation Of Gis Systems To Maximise The Availability Of Information According To Stakeholder Requirements. Perform system audits and conduct a need analysis in terms of GISc Technology requirements. Develop and implement project plans, according to

the operational and project requirements to ensure delivery within the agreed timelines. Draft Terms of Reference for GIS projects to ensure the parties involved share and accomplish a common goal. Continuously Monitor Trends And Developments In Gis Systems To Recommend Appropriate Interventions. Research, investigate and advise on the feasibility of the latest GIS technologies. Recommend and compile appropriate plans to respond to the research problem. Develop innovative methods/technologies for solving spatial data problems. Research and implement latest GIS standards. Develop training manuals for end users on skills regarding innovative GISc Technology. Manage and implement knowledge sharing initiatives e.g. short-term assignments within and across operations, in support of individual development plans, operational requirements and return on investment.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/119 : **ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT SYSTEMS**
REF NO: OTP 11/05/2023

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior certificate, a Degree / National Diploma qualification in HRM / Public Management / Public Administration or any related field and PERSAL Certificates in Introduction, Establishment Administration (proof of certificates must be attached) Minimum 3 years' experience in an HR environment. A valid driver's licence, Code EB. Knowledge of PERSAL. Ability to work under pressure and work with numbers, ability to conceptualize client requirements, and be able to effectively communicate with senior officials. Good communication skills (written and verbal skills) and a good command of the English language. In-depth understanding of the legislative framework that governs the Public Service. Knowledge of Human Resource Systems and procedures, In-depth knowledge of PERSAL Systems. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making and Project Management.

DUTIES : Maintain Personnel Information System; Provide support with monitoring and provide reports on HR Information; Maintain post establishment on PERSAL; Provide support with effective PERSAL Management and infrastructure; Maintain the allocated resources of the unit in line with legislative and departmental policies and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/120 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG (EXECUTIVE SUPPORT & STAKEHOLDER MANAGEMENT) REF NO: OTP 12/05/2023**

SALARY : R424 104 - R496467.per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA or National Diploma /Degree in Office Management / Public Administration/Management or related field. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8 within the relevant environment. Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day (advanced. Knowledge of global regional and local political, economic and social affairs impacting on provincial government of the Eastern Cape; Leadership skills; Communication: verbal, written and presentation. Good Report writing, financial management, Project management. Analytical skills; Computer literacy; Planning and organising skills. A valid driver's licence, Code EB.

DUTIES : Support the Office of the Provincial Planning and Monitoring:- Support the Deputy Director General administratively on the implementation of the Branch programmes. Coordinate programme reporting processes. Coordinate and

support departmental meetings chaired by the Deputy Director-General. Provide support to ensure efficient and effective programme management within the Provincial Planning, Monitoring and Evaluation Branch Office. Support the Deputy Director General administratively on the implementation of programs. Support DDG on monitoring structures at provincial level: Compile and collate management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the DDG's Office in delivering effective operation of the departmental and provincial management structures. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Aid in the implementation of service delivery improvement programmes. Co-ordinate the Branch administrative & governance activities:- Provide support to the Administrative Support Staff in the Branch Sub-Programmes. Coordinate monthly activity and procurement plans of the Branch, including those of the Branch-Sub-Programmes. Provide administrative support to the Branch on Financial Resources Management.

ENQUIRIES : Ms N. Mafu at Tel No: 082 562 2347/Mr N. Mhlawuli at Tel No: 076 783 6993/Ms Nomthandazo Xesha at Tel No: 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/121 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG (GSCID) REF NO: OTP 13/05/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA or National Diploma /Degree in Office Management / Public Administration/Management or related field. Minimum of three (3) years' experience as PA or Office Administrator at SL 7/8 within the relevant environment. Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day (advanced. Knowledge of global regional and local political, economic and social affairs impacting on provincial government of the Eastern Cape; Leadership skills; Communication: verbal, written and presentation. Good Report writing, financial management, Project management. Analytical skills; Computer literacy; Planning and organising skills. A valid driver's licence, Code EB.

DUTIES : Support the Office of the Provincial Planning and Monitoring:- Support the Deputy Director General administratively on the implementation of the Branch programmes. Coordinate programme reporting processes. Coordinate and support departmental meetings chaired by the Deputy Director-General. Provide support to ensure efficient and effective programme management within the Provincial Planning, Monitoring and Evaluation Branch Office. Support the Deputy Director General administratively on the implementation of programs. Support DDG on monitoring structures at provincial level: Compile and collate management reports on the implementation of provincial administration programmes. Coordinate and facilitate the timely submission of statutory planning and reporting documents. Support the DDG's Office in delivering effective operation of the departmental and provincial management structures. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same: Coordinate responses to requests for information from the portfolio committee including parliamentary questions from both the Provincial Legislature and National Parliament. Coordination responses to requests for information from the Presidency and other national departments. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Aid in the implementation of service delivery improvement programmes. Co-ordinate the Branch administrative & governance activities:- Provide support to the Administrative Support Staff in the Branch Sub-Programmes. Coordinate monthly activity and procurement plans of the Branch, including those of the

- Branch-Sub-Programmes. Provide administrative support to the Branch on Financial Resources Management.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za
- POST 17/122** : **ASSISTANT DIRECTOR: PERFORMANCE MONITORING AND EVALUATION DATA SYSTEMS REF NO: OTP 14/05/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate with an NQF Level 6/7 qualification recognised by SAQA or National Diploma in Public Administration/Social Sciences/Development Studies. A postgraduate qualification in Monitoring and Evaluation and or membership of SAMEA would be an added advantage. 3 years' relevant training and work experience in monitoring and evaluation. A valid driver's license. Knowledge and experience of working with data evaluation systems. Understanding of Government planning processes and cycle. Good coordination and planning skills. Knowledge of relevant legislation. National Treasury regulations, planning guidelines and framework for managing performance information. Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management. Problem solving and ability to work independently with limited supervision, People management skills and computer literacy.
- DUTIES** : Provide overall performance monitoring and analysis support and perform the following functions: Facilitate submission of quarterly Branch performance reports and supporting evidence. Analyze reports against planned targets. Developed quarterly dashboards to provide feedback to Management. Verify submitted evidence against reported progress for reliability, relevance and accuracy. Capturing and updating of data on the monitoring and evaluation. Make follow-up with provincial departments on outstanding and/or insufficient evidence for reported progress. Facilitate the consolidation and submission of quarterly performance reports. Provide support during audits of performance information; Participate and provide support to other activities of the Directorate.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za
- POST 17/123** : **ASSISTANT DIRECTOR: PEOPLE WITH DISABILITIES REF NO: OTP 15/05/2023**
- SALARY CENTRE REQUIREMENTS** : R424 104 - R496 467 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA – National Diploma or degree in Social Sciences/Public Management / Public Administration or related field. 3- 5 years of experience in working with Sector Groups. Understanding of Government planning processes and cycle. Good coordination and planning skills. Knowledge of relevant legislation. National Treasury regulations, planning guidelines and framework for managing performance information. Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management. Problem solving and ability to work independently with limited supervision, People management skills and computer literacy. A valid driver's licence, Code EB.
- DUTIES** : Implement the Integrated Disability Programmes, focused on Deaf Persons according to Provincial and National government objectives. Administer a Database of Sign Language Interpreter according to relevant Policies and Procedures. Implement Capacity Building Programmes for Sign Language Interpreter and Government Officials in Sign Language according to Program objectives. Implement Capacity Building Programmes for Sign Language Interpreter and Government Officials in Sign Language according to Program objectives. Manage area of responsibility. Conduct quarterly inter departmental sessions to ensure responsive planning and budgeting framework for designated groups.
- ENQUIRIES** : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/124 : **ASSISTANT DIRECTOR: CHILDREN AND OLDER PERSONS REF NO: OTP 16/05/2023**

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate with an NQF Level 6 / 7 qualification recognised by SAQA – National Diploma or degree in Social Sciences/Public Management / Public Administration or related field. 3- 5 years of experience in working with Sector Groups. Understanding of Government planning processes and cycle. Good coordination and planning skills. Knowledge of relevant legislation. National Treasury regulations, planning guidelines and framework for managing performance information. Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management. Problem solving and ability to work independently with limited supervision, People management skills and computer literacy. A valid driver's licence, Code EB.

DUTIES : Perform engagement sessions with stakeholders (children and older persons) to advocate and raise awareness on constitutional and legal rights of designated groups Facilitate capacitation empowerment engagement sessions for state institutions. Facilitate empowerment sessions for children and older persons. Conduct quarterly inter departmental sessions to ensure responsive planning and budgeting framework for designated groups. Assist with the implementation and monitoring of risk, finance and supply-chain management protocols and prescripts in area of responsibility.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/125 : **ASSISTANT DIRECTOR: YOUTH EMPOWERMENT REF NO: OTP 17/05/2023**

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate with an NQF Level 6/7 qualification recognised by SAQA or National Diploma in Economics/Social Sciences. 3 years' appropriate experience in entrepreneurship and economic development environment. A valid driver's license. Knowledge of policy interpretation and analysis; research; monitoring and evaluation Knowledge of Public Service Act and Regulations. Knowledge of PFMA and Treasury Regulations. Project management. Report writing. Verbal and communication skills. Interpersonal skills. Presentation skills. Computer skills.

DUTIES : Co-ordinate economic empowerment programmes to facilitate the creation of job opportunities in the province: Coordinate the development and growth of youth-owned and managed enterprises in the province. Coordinate with Youth Agencies and other stakeholders on the creation of job opportunities for youth in the province. Coordinate economic empowerment programmes for the youth offered by stakeholders in the province. Monitor and evaluate economic empowerment programmes to ensure alignment with same objectives. Report on economic empowerment programs. Co-ordinate, facilitate and monitor the economic development programmes for the youth: Encourage mainstreaming of youth enterprise development in the provincial line departments and within the economic departments, covering all their respective programmes, policies and strategies and report progress. Facilitate the implementation of youth enterprise development in the province, coordinate with municipalities and report progress to the internal and external relevant institutions such as DTI, SMME Department, etc. Facilitate partnerships with the private sector and youth organisations in their endeavour to support the development and growth of youth enterprises. Coordinate, monitor, review, and collate data and report progress made on youth enterprise development in the province, including progress made by agencies and municipalities. Participate in the provincial co-ordination committee on youth economic empowerment to share information on best practices and report progress. Establish a provincial database on youth enterprise development and entrepreneurship linked and aligned to the database of the dti; Monitor and evaluate the impact of economic development programmes for the youth. Report on economic development programmes. Facilitate creation of business awareness amongst young people, including entrepreneurship development: Coordinate the development and

implementation of business awareness initiatives amongst youth. Facilitate and promote entrepreneurship development amongst the youth in the province. Monitor and evaluate business awareness and entrepreneurship development initiatives in the province. Report on business awareness and entrepreneurship development initiatives in the province. Analyse opportunities in the Agricultural sector to develop participating opportunities for youth through agro-processing: Identify and engage with relevant stakeholders in the agricultural sector on opportunities for youth in agro-processing. Co-ordinate with agricultural sectors to develop and implement youth participation programmes in the agricultural sector. Promote the youth participation programmes in the agricultural sector amongst youth in the province Monitor and evaluate youth participation programmes in the agricultural sector. Report on the effectiveness of the youth participation programmes in the agricultural sector.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/126 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP 18/05/2023 (X2 POSTS)**

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate with an NQF 6/Level 7 qualification recognised by SAQA or National Diploma in Social Sciences/Public Administration. 3 years' appropriate experience in Intergovernmental Relations, policy Development and Co-ordination of Programmes. Relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative Knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and Knowledge of Intergovernmental relations, planning cycles within government political dynamics and awareness, proficiency in Microsoft, good presentation & negotiating skills and report writing skills. A valid driver's license.

DUTIES : coordinate the implementation of strategies and policies to manage Intergovernmental relations: Assisting in the facilitating the revisions and Implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assisting in facilitating the Implementation of intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assisting in coordination of meetings, agenda and other logistics in support of Premier's coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Services delivery. Coordinate and provide support to IGR structures: Assisting and facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in facilitating initiative to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national provincial departments and state entities in local IDPs through effective ward-based planning integrated service Delivery Model (ISDM). Assist in the coordination and organisation of EXCO outreach Programme in the line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar band activities to ensure integrated planning between provincial departments, districts and all local municipalities. Manage area of responsibility: Render support to ensure the effective and efficient running and management of intergovernmental Relations Sub Directorate.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/127 : **ASSISTANT DIRECTOR: CLUSTER CO-ORDINATION REF NO: OTP 19/05/2023 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate with an NQF 6/Level 7 qualification recognised by SAQA - National Diploma or degree in Social Sciences/Public. 3 years' experience in Intergovernmental Relations, Policy Development and Coordination of Programmes. Added advantage, Knowledge of the Government Cluster System, programmes and coordination thereof. Proficiency in coordination and administration of key performance areas. Manage and maintain accurate electronic data management. Knowledge of relevant legislation, policies and prescripts in cooperative governance, policy analysis and development, and stakeholder relations and administrative knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and knowledge of Intergovernmental relations, planning cycles within government and awareness, proficiency in Microsoft Office, good presentation & negotiating skills and report writing skills. A valid driver's license.

DUTIES : Strengthen and monitor the functionality of working groups: Develop and redefine Terms of Reference (TOR) of the Working Groups; Coordinate appointments of working group members and convenors; keep and maintain accurate records; Manage and facilitate functionality and integration of working groups; Develop and maintain an Integrated annual schedule of Cluster Working Groups in correlation to the Cluster (Cabinet) reporting schedules. Assist in the monitoring of priority projects: Facilitate the implementation monitoring and reporting principles and practices; Monitor the implementation of government programmes and projects; Ensure and prepare government programmes and projects reporting services; Assist in coordination and maintain M&R frameworks and systems. Provide secretariat services to working groups: Support the monitoring and implementation of the POA, through working groups and cluster meetings; Provided technical support in preparation for cluster and cab com meetings; Assist with the development of quarterly and Annual Report on POA; Assist with the coordination and validation of the reports submitted by departments; Provide feedback working group meetings on the Coordinate & collate reports submitted by Departments and verifying if targets have been met, as per the POA; Provide Support to management pertaining to response from issues emanating from findings and recommendations reports or emanating from meetings.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/128 : **ASSISTANT DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO: OTP 20/05/2023**
(Economic Development, Social Transformation and Governance and Administration Clusters)

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate with an NQF 6/Level 7 qualification recognised by SAQA - National Diploma or degree or any relevant qualification, i.e. Public Administration/ Development Studies/ Social Science/ Economics/ Development Economics. 3 years' experience in the strategy and development planning environment in the public service. Knowledge Required: knowledge of public service legislations, Planning Frameworks, Monitoring and Evaluation, National Development Plan, Eastern Cape Provincial Development Plan, Government Clusters, Provincial Medium Term Strategic Framework Government planning cycle & Programme of action (POA). A valid driver's licence, Code EB.

DUTIES : Co-ordination of the integrated Provincial medium and Long term Strategic Plans. Support the review of the Provincial Medium Term Strategic Framework and the Programme of Action informed by Sustainable Development Goals

(SDGs), Africa Agenda 2063, National Development Plan (NDP), Medium Term Strategic Framework (MTSF), Mandate Paper, Provincial Development Plan (PDP), Provincial Medium Term Strategic Framework (P-MTSF), District Development Plans and Integrated Development Plan (IDPs) reviews. Collaborate with different spheres of government for the development of provincial and local plans, including the Provincial Medium Term Strategic Framework and the Programme of Action so as to promote alignment. Support the implementation of POA through the Cluster system. Support the coordination of planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Coordinate the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Ensure the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof to drive the implementation of the Infrastructure Plan. Support the development of Provincial Short term Strategic goals. Support the departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) to ensure alignment to provincial priorities and conformance to planning frameworks. Assist in the analysis of the provincial plans and IDPs to ensure alignment with government priorities and sectoral plans. Support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/129 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: OTP 21/05/2023**

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
: Head Office: Bhisho
: National Senior Certificate, NQF 7 - Bachelor's Degree/Advanced National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/ Public Management / Commerce/ Business Management / Accounting/ Law with at least three (3) years relevant experience in Supply Chain Management (Demand and Acquisition). A valid driver's license. Knowledge And Skills: Knowledge of Supply Chain Management, Demand and Acquisition management processes, Contract Management, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services Highly motivated. Good understanding of acquisition/ demand management processes ability to work under pressure.

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

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

POST 17/130 : **PERSONAL ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER**
REF NO: OTP 22/05/2023

SALARY : R294 321 – R320 304 per annum (Level 07)
CENTRE : Head Office: Bhisho
REQUIREMENTS : National Senior Certificate with NQF 6/7 as recognised by SAQA – Diploma / Degree in Financial Management / Public Finance / Finance Accounting / Administration or any other related field with minimum 3 years' experience in relevant area. Understanding and application of the Public Finance Management Act, National Treasury Regulations, Public Service Regulations, National Treasury Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies and other relevant acts, policies and regulations.

DUTIES : Provides a Secretarial/Receptionist support service to the CFO: Receive telephone calls in an environment where, in addition to the calls for the CFO, discretion is required to decide to whom the call should be forwarded. Perform advanced typing work, Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, Coordinate with and sensitizes/advises the manager regarding engagements, Compile realistic schedules of appointments. Renders administrative support services: Ensure the effective flow of information and documents to and from the office of the CFO, Ensure the safekeeping of all documentation in the office of the CFO in line with relevant legislation and policies, Obtain inputs, collates and compiles reports, e.g.:Progress reports, Monthly reports, Management reports, Respond to enquiries received from internal and external stakeholders, Draft documents as required, File documents for the manager and the unit where required, Collect, analyse and collate information requested by the CFO, Ensure that travel arrangements are well coordinated, Prioritise issues in the office of the CFO, Manage the leave register, Handle the procurement of standard items like stationary, refreshments etc for the activities of the CFO, Obtain the necessary signatures on documents. Provides support to CFO regarding meetings: Collect and compile all necessary documents for the CFO's meetings and distribute to relevant stakeholders, Record minutes/decisions and communicates to relevant role players, follow-up on progress made, Coordinate logistical arrangements for meetings when required. Supports the CFO with the administration of the Unit's budget: Keep record of expenditure commitments, monitors expenditure and alerts CFO of possible over- and under spending., Check and correlate BAS/LOGIS reports to ensure that expenditure is allocated correctly, Identify the need to move funds between items, consults with the CFO and compiles draft memos for this purpose.

ENQUIRIES : Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059
For e-Recruitment Enquiries: recruitment@ecotp.gov.za

PROVINCIAL TREASURY

APPLICATIONS : Be forwarded to: Additional Note: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Thelisiwa.nkonyile@ectreasury.gov.za/ Or babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs), eMail with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified contact person.

CLOSING DATE : 02 June 2023
NOTE : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must submit a copy of his/her Permanent Residence Permit when shortlisted. 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. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service 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. 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 Provincial Treasury welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference. For entry-level positions i.e. SL 1-8 people with disabilities are encouraged to apply and will be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. For SMS (Senior Management Service) Posts: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to have obtained a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. This certificate is to be submitted on the interview day. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

<u>POST 17/131</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: PT 01/05/2023</u> Purpose: To manage the provision of Financial Administration and Accounting Services in the Department.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 per annum (Level 13), (all-inclusive) Bhisho A Three year Degree (NQF level 7 as recognised by SAQA) in Financial Management/ Accounting/Public Finance or relevant field coupled with 7 years' experience Finance or related field at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Skills and Competencies: 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. Strategic Capability and Leadership. Programme and Project Management, Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning. Programme management and financial management skill.

DUTIES

: Manage Creditors Payments and Reconciliation of Accounts: Ensure management of settlement of creditors' accounts. Ensure the management of drawing and processing payment reports. Ensure the maintenance of accrual and invoice register. Ensure the management of reconciliation of creditors' accounts. Manage Salary Payments and Rebates; Ensure the management of authorising and processing of salary payments, deductions and terminations on PERSAL. Ensure the management of maintenance of departmental salary records. Ensure the management of rendering reconciliations between PERSAL and BAS. Ensure the management of salary pay-overs and statutory returns including tax. Manage The Provisioning of Departmental Bas System Control Support. Ensure the management of BAS information systems. Ensure the management of monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management of maintenance of accounts records. Ensure the management of rendering reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliation Treasury and Provincial Departments in relation to PFMA compliance. Manage The Provisioning of Debt and Revenue 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 Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Implement and Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES

: Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

OTHER POSTS

POST 17/132

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PT 02/05/2023**
Purpose: To facilitate, execute internal audit assurance and consultancy engagements to support the implementation of the approved Internal Audit Operational Plan, provide assurance on governance, risk management and control processes in accordance with IIA Standards and legislative framework.

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
: Head Office
: A Three year Degree (NQF level 7 as recognised by SAQA) in Internal Auditing / Accounting/Commerce coupled with Minimum of three (3) years' relevant work experience in Auditing environment must be at an officer Level (level 7 or higher). IAT/PIA/CIA designation would be an added advantage. Skills and Competencies: Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Budget Preparation, Monitoring and Reporting. Problem solving skills. Analytical Thinker. Communication (verbal & Written). Computer Literacy.

- DUTIES** : Facilitate the Compilation / Reviewal of Reports on Audit Projects; Review, collect information and compile reports to the accounting officer and audit committee. Assist in planning, execution, communicating the result of planned and adhoc projects via written reports and oral presentations to management and the audit committee. Assist in implementing, monitoring and reporting on the Quality Assurance Improvement Programme (QAIP). Develop and maintain productive client and staff relationships. Participate in the Development of Strategic Internal Audit Plans: Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Maintain Efficient and Effective Controls to Achieve the Objectives of the Department. Develop proposals to determine the scope of allocated internal audits. Collect analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Render Support Services to ensure that the Internal Audit Activities are Aligned with Provincial Guidelines: Assist in the preparation of the budget for the IAA. Assist in ensuring that financial resources are utilised in line with the approved budget. Ensure that assets are managed, maintained and safeguarded. Manage Area of Responsibility: Maintain high standards by ensuring that the section produces excellent work in terms of quality/quantity and timeliness. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Afford staff adequate training and development opportunities. Work plans and Personal Development Plans (PDP's) for all subordinates developed and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely Performance Assessments of all subordinates.
- ENQUIRIES** : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Bavuma Tel No: 083 734 9641/ Ms B Ndayi Tel No: 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
- POST 17/133** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF: PT 03/05/2023**
Purpose: To facilitate the provisioning of Organisational Risk and Integrity Management Services in the department.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Head Office
: A Three-year Degree (NQF level 7 as recognised by SAQA) in Internal Audit/ Risk Management coupled with Minimum of three (3) years' relevant work experience in Risk Management environment must be at an officer Level (level 7 or higher). Skills and Competencies: Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Barn Owl Risk Management System. Risk Management Strategy. Diversity Management. Managing Interpersonal. Conflict and Resolving Problems Planning and Organising. Problem Solving. Decision Making. Problem solving skills. Analytical Thinker. Communication (verbal & Written). Computer Literacy.
- DUTIES** : Facilitate the Development of Departmental Risk Management Strategy: Obtain inputs from stakeholders. Assist in researching best-practice for review and inclusion in the Risk Management Framework. Assist in communicating the approved departmental strategy / framework. Facilitate The Effective Implementation of the Departmental Risk Management Strategy: Assist in the development of departmental risk profile. Conduct bi-annual departmental risk assessment. Support department with the compilation of the mitigating action plans. Facilitate the reviewal of the implementation of action plans to reduce risk. Facilitate Submission of Accurate and Timeous Management Reports: Communicate the deadlines for the reports and follow-up on outstanding reports. Assess the adequacy of the risk management reviews from the reports.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

POST 17/134 : **ASSISTANT DIRECTOR: DATA MANAGEMENT & BUDGET SYSTEMS REF NO: PT 04/05/2023**
Purpose: To co-ordinate the provision of financial and non-financial data and budget systems relating to provincial departments and entities.

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office
: A Three year Degree (NQF level 7 as recognised by SAQA) in Financial Information Systems / Information Systems / Computer Science / with Minimum of three (3) years' relevant work experience in IT / Finance environment must be at an officer Level (level 7 or higher). Skills and Competencies: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Budgeting preparation and analysis. SharePoint, SQL, Financial Systems (BAS, PERSAL, Vulindlela). Programming in Microsoft Visual Studio Platform. Problem solving skills, Presentation, Project Management, Statistical and data analysis, Policy analysis and research, Analytical Thinker, Report writing, Presentation, Computer Literacy.

DUTIES : Co-Ordinate the Budget Consolidation Process and provide support on publications review and improve on previous Year's Internal Budget Process for with internal stakeholders: Coordinate the publication of the provincial Division of Revenue Act (DoRA) and transfers to Local Government & Public Institutions. Coordinate activities relating to the customisation of the main budget databases (MTEC & EPRE); the compilation of the main budget tables (MTEC & EPRE) and the EPRE departmental chapters (Votes). Coordinate the publication of the Estimates of Provincial Revenue and Expenditure (main and adjusted) books. Coordinate the capacitation of internal units and Budget Analyst on the advanced features of applications so that they can effectively support the departments. Consolidate the assessment and evaluation of training interventions undertaken on budgeting and expenditure monitoring functions and take the appropriate corrective action. Co- Ordinate National Treasury Reports: Coordinate and consolidate the monthly IYM reports submissions for provincial departments. Coordinate and consolidate the annual Cash flow Projections for provincial departments Coordinate Quarterly Performance Reports (QPR) on nonfinancial data for submission to National Treasury and for publication on the department's website. Coordinate the periodic expenditure analysis reports on the position of the province. Contribute towards the Development and Management of Systems. Coordinate activities to develop and maintain provincial system of managing budget resources, information and a system of compilation of the provincial budget. Contribute to the benchmarking of systems to enhance the budget process.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

POST 17/135 : **LEGAL ADMINISTRATION OFFICER: OSD REF NO: PT 05/05/2023**
(Fixed Term Contract Of 12 Months)

SALARY CENTRE REQUIREMENTS : R420 642 per annum (Level 09)
: Head Office
: An LLB or appropriate equivalent undergraduate recognized legal qualification NQF 7. At least 5 years' appropriate experience in litigation and advisory services. Admission as an Attorney. An applicant must be able to understand public service legal prescripts and its applications, to enable the management of litigation. Understanding of departmental policies and procedures. Ability to apply, interpret and research the law. Experience in drafting of legal opinions. Skills And Competencies: A valid driver's license. Interpersonal relations; Computer literacy; Communication (written and verbal) skills; Innovative and analytical thinking.

- DUTIES** : Manage and coordinate litigation in favour of or against the department. Ensure compliance with the litigation management strategy by continuously advising the department accordingly. Render support to the Legal Services Unit by conducting research on new case law which impacts on medico-legal litigation. Conduct research on relevant legal prescripts and case law in order to provide sound legal opinions. Monitor and report on compliance with court orders in all provincial departments. Ensure departmental policies are in line with the applicable legal prescripts.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
- POST 17/136** : **NETWORK CONTROLLER: ICT MANAGEMENT REF NO: PT 06/05/2023**
Purpose: To facilitate the provisioning of ICT infrastructure and operational network support and information Communications technology.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Head Office
: National Senior certificate, a Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Computer Science/ Information Systems / Information Technology and N+ coupled with Minimum of 3 years' experience in Network Administration. A valid driver's licence. CCNA or any networking certificate will be an added advantage. Skills and Competencies: It Systems and Support, Budget Process, Policy Development & Management Public Finance, ICT Procurement. Backup and Restore, Network Management. Project Management Planning and Organising, Research, Computer Literate, Good Communication Skills (verbal & written).
- DUTIES** : Maintain Network Management Systems. Provide support in design, installation, and maintenance of network infrastructure equipment and software. Analyse and resolve technical problems for established networks. Test and implement network, file server and workstation hardware and software. Document network infrastructure and critical component information. Install, configure and maintain network components. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services. Maintain accurate records of all maintenance, inventory, and security measures associated with the networks. Liaise with SITA and other departments to solve network problems. Maintain Network Infrastructure in the Department: Analyse and resolve technical problems for established networks. Test and implement network, file server and workstation hardware and software. Provide Support to Personnel in the Department; All network related queries are recorded and attended to timeously. All personnel in the department receive regular updates (emails and other communication), regarding updates and maintenance of the system. Maintain User Information on Departmental Servers: Establish user profiles, user environments, directories, and security for networks and networks being installed. Support users on network operation. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi Tel No: 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
- NOTE** : This Post is earmarked for a person with disability

POST 17/137 : **PERSAL SUPPORT AND ADMINISTRATION REF NO: PT 07/05/2023**
(Fixed Term Contract of 12 Months)
Purpose: Act as user type 2 for three centralised departments and support the user type1 in the carrying out of duties.

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Head Office
: National Senior Certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Human Resource Management/ Public Administration/Information Technology/ Financial Information Systems or relevant field. Knowledge of PERSAL system. Copy of PERSAL course(s) must be submitted on the day of the interview. At least 2 years' experience in a PERSAL environment preferably in the monitoring and support area. Knowledge of regulations related to Human Resource Management. Skills and Competencies: Analytical skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at all levels. Computer literacy.

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

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574
For technical glitches send an email to: Thelisiwa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs)

NOTE : This post is earmarked for a person with disability

POST 17/138 : **ADMIN OFFICER: FISCAL POLICY OVERSIGHT REF NO: PT 08/05/2023**
Purpose: To render an effective and efficient administrative services to the Chief Directorate.

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Head Office
: National Senior certificate and A Three-Year Degree (NQF level 7) National Diploma (NQF Level 6 as recognised by SAQA) in Office Administration or in Economics coupled with Minimum of 2 years' experience in Administration, Budget or Economic Analysis environment. Skills And Competencies: Understanding of legislative framework that governs the Public Service, Knowledge and application of departmental policies. Understanding and application of procurement policies. Supply Chain Management Policies & Practices. Risk Management Policies & Practices. Budget Submission. Basic Knowledge of Financial Administration. Asset Management Policies & Practices. Financial Management. Good Telephone Etiquette Understanding of Provincial Economic Policy, DORA, data analysis and Report Writing. Planning & organising. Good People Skills. Problem Solving. Communication (written and verbal).

DUTIES : Provide Secretarial / Receptionist Support Service to the Chief Directorate; Render secretarial services and management of diary for the Chief Directorate Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements.

Compile Schedules of all appointments. Coordinate And Render Administrative Support Services to the Chief Directorate: Ensure Effective Flow of Information And documents from and to the Chief Directorate. Ensure safe keeping of all documentation within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collets, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide Support to the Chef Director Regarding Meetings and Chief Directorate Meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. Render Support in the Administration of the Chief Directorate's Budget: Collects and coordinate all documents related to the Chief Directorate budget - Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over and under spending Check against BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. Coordinate Reports within the Chief Directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate - Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, - Compile integrated IYM reports - Compile and integrate the budget - Validate the PMDS Submissions for the Chief Directorate - The Chief Director may direct you to coordinate the work of the directorate/s.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : This Post is earmarked for a person with disability

POST 17/139 : **COMMUNICATION OFFICER REF NO: PT 09/05/2023**
(Fixed Term Contract of 12 Months)

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : National Senior certificate and A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Public relations / Journalism majoring Communication coupled with Minimum of 2 years' experience in communications environment.

DUTIES : Conduct daily media monitoring. Maintain a database of media organizations and contacts within them. Market the departmental and provincial events. Maintain a database of media organizations and contacts within them. Manage the company's or organization's social media communications. Regularly meet with and conduct interviews with media personnel. Create and produce internal newsletters for the organization. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public. Prepare and manage the organization's communication. Manage the departmental social media communications. Facilitate and produce internal newsletters for the department. Develop and maintain working relationships with journalists in multiple types of media outlets. Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public. Prepare and manage the organization's communication.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : This post is earmarked for a person with disability

POST 17/140 : **PROVISIONING ADMIN CLERK: LOGISTICS & INVENTORY REF NO: PT 10/05/2023**

Purpose: To render administrative support in the provisioning of Asset & Fleet Management Services in the Department.

SALARY : R202 233 per annum (Level 05)

CENTRE : Head Office

REQUIREMENTS : National Senior certificate or A three Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Commerce / SCM / Procurement / Logistics coupled with Minimum of 1 year experience in Supply Chain Management environment. Extensive understanding with Certificate of LOGIS (Certificate (s) are essential). Skills and Competencies: Movable Asset Management. Procedure on internal and external transfers of assets. Physical verification. Disposal procedure. Safeguarding, Theft and losses management. LOGIS, BAS, Reconciliation. Planning and organising, Computer Literate.

DUTIES : Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of departmental assets. Maintain and update departmental asset register. Perform stock counting, verification and evaluation of department assets. Ensure marking and bar-coding of all new assets in the department. Perform asset reconciliation with accounting systems. Identify and report redundant, broken obsolete assets that are due for disposal.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

NOTE : This post is earmarked for a person with disability.

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : **Provincial Office:** Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or Post To The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.

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 Shweni. Enquiries may be directed to Mr S Shweni Tel No: (039) – 254 0900

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 Tel No: (043) 711 6626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana Tel No: (045) 808 3709

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 Tel No: (051) 633-1616 OR Ms P Tsputse Tel No: (051) 633-1609.

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 Director, 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 Mr M Sipambo Tel No: 046 636-1484

OR Tambo: Department of Social Development Private Bag X6000 Mthatha 5099 or hand delivered to office number 10-126 10th floor Botha Sigcawu Building, Corner Leeds and Owen Street, Mthatha, 5099 for attention of Mrs Z Dlanjwa Tel No: (047) 531 2504

The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: zukisa.moyeni@ecdsd.gov.za (NB: FOR Technical Glitches Only – NO CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: zukisa.moyeni@ecdsd.gov.za and not as specified – your application will be regarded as lost and will not be considered. Enquiries can be directed to Ms Z. Moyeni Tel No: 043 605-5101 or Ms A Njaba Tel No: 043 605-5110. E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

CLOSING DATE
NOTE

:
:

02 June 2023
Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC CoGTA Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. This certificate is to be submitted on the interview day. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. NB: People with

disabilities, whites, coloureds and Indians are encouraged to apply for these posts.

MANAGEMENT ECHELON

POST 17/141 : **DEPUTY DIRECTOR-GENERAL: DEVELOPMENTAL SOCIAL SERVICES**
REF NO: DSD 01/05/2023

SALARY : R1 590 747 per annum (Level 15)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree (NQF level 7) in Social Science/ Development Studies / Equivalent qualification and a post graduate qualification (NQF Level 8) in Social Science / Developmental Studies. A minimum of 8-10 years' in senior managerial experience. A driver's license is a prerequisite. Competencies: Knowledge of the departmental constitutional mandate and relevant policy legislation and its relationship with national, local civil society and other stakeholders. Knowledge of current international trends in social developmental issues. Knowledge and understanding of sustainable poverty reduction and the developmental stages required in building self-reliant society. Knowledge and understanding of Public Service Act and regulations, PFMA, procurement processes and policies, as well as specific legislation relating to the departmental mandate. The public service core and process competencies.

DUTIES : Be responsible for the four core functions of the Department, i.e., Social Welfare Services, Children and Families, Restorative Services, Development and Research and be responsible for District Development and district operations. Foster innovation and manage service delivery in the Department's key focal areas of social welfare services and community development. Facilitate and fast track implementation of integrated service delivery model of the social sector. Provide strategic direction and leadership to ensure implementation of key policies and programmes, in alignment with national and provincial policy directives. Manage the development of partnerships with civil society and the private sector, with special focus on the transformation of the NPO sector. Promote and oversee the implementation of the Portfolio Approach for the Social Development Sector in the Province. Manage the Department's international relations. Support the maintenance and promotion of good relations and responsiveness to oversight structures and Chapter 9 institutions. Participate in provincial integration programmes and in all national and provincial committees and forums that are relevant to the area of responsibility and are relevant by reason of the incumbent being a member of the departmental executive. Ensure effective human resources management, financial management, risk management and effective audit improvement planning and responsiveness.

ENQUIRIES : may be directed to A Njaba Tel No: 043 605 5101/5110
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/142 : **DIRECTOR: YOUTH DEVELOPMENT REF NO. DSD 02/05/2023**

SALARY : R1 105 383 per annum (Level 13)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree (NQF level 7) in Public Administration or Social Science specializing in Community Development/ Development Studies / Equivalent qualification. 2 - 3 years' experience in youth development environment. Plus, a minimum of 5 years' experience in middle management. A driver's license is a prerequisite. Competencies: Demonstrate knowledge and capacity in strategic planning and coordination. Actively foster and demonstrate management and leadership qualities for effective youth development programme, mentoring and delegation. Demonstrate innovation and creativity in youth development programme. Demonstrate knowledge of theory and practice of community development and youth development as an intervention strategy. Demonstrate ability to formulate policies and translate them into practice. Demonstrate understanding of a developmental approach in supporting, developing and transferring skills to programme implementation staff. Knowledge and awareness of social research needs for programme planning and development. The public service core and process competencies.

DUTIES : Coordinate relevant research to inform youth development strategies, policies and programmes. Develop strategies, policies, programmes, frameworks and

interventions for youth development and effective programme management guided by the social development sector mandate. Coordinate planning, implementation, monitoring, reporting and evaluation of the youth development program. Facilitate partnerships and undertake stakeholder management with a view to promote mainstreaming and results-oriented youth programmes. Foster innovation and creativity amongst the youth organisations and youth, in general. Participate in provincial integration programmes and in all national and provincial committees and forums that are relevant to the area of responsibility and are relevant by reason of the incumbent being a member of the departmental senior management. Ensure effective human resources management, financial management, risk management and effective audit improvement planning and responsiveness.

ENQUIRIES : may be directed to Ms A Njaba Tel No: 043 605 5101/5110.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdstd.gov.za

OTHER POSTS

POST 17/143 : **SOCIAL WORK POLICY MANAGER: SERVICE STANDARDS, QUALITY ASSURANCE & GOVERNANCE GRADE 1 REF NO: DSD 03/05/2023**

SALARY CENTRE REQUIREMENTS : R878 778 per annum
: Provincial Office
: 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 10 (ten) years appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Expert knowledge of the: Social Service Profession's Act 110 of 1978, White Paper for Social Welfare 1997, Quality Assurance Framework for Social Welfare Services, Social Welfare Services Framework 2013, Supervision Framework with its Revised Generic Intervention process tools and a good understanding of Guidelines for the Management of workload of Social Service Practitioners (SSPs). Knowledge of Legislations of all Core Programmes of the Department such as Children's Act 38, 2005 as amended, Older Person's Act 13, 2006, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008. Innovative: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Problem solving and analysis: Must be able identify, define and solve problems by analyzing situations and applying critical thinking. Diversity management: Must be able to work effectively and co-operatively with persons of diverse backgrounds. Communication: Must be able to write formal documentations (i.e., reports) and communicate verbally through the selection of relevant delivery mechanisms. Teamwork and collaboration: Must be able manage and build cohesive work teams, work effectively within teams including social work teams, multidisciplinary teams and multi-sectoral teams. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies. Financial management: Must be able to plan the work-unit's budget required to achieve unit objectives. Developing others: Must be able to develop, coach and foster long term learning of others. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner. Networking and building bonds: Must be able to build and maintain a network of professional relations. Planning and organizing: Must be able to plan and organize the work of the work unit and groups. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Be Computer literate.

DUTIES : Strengthen developmental social welfare service delivery through legislative and policy reforms. Manage the development, review and monitor the implementation of policies, strategies, guidelines and legislation for regulation of Social Service Practitioners. Capacity Building and monitoring the implementation of the framework for social welfare in line with the White Paper for Social Welfare (1997). Develop, review, capacity building and monitoring the implementation of the Quality Assurance Framework for social welfare services (2012). Capacity Building and monitoring the implementation of the Social Service Professions Act no. 110 of 1978. Conduct capacity building and monitoring the implementation of the framework for social welfare services.

Monitor the implementation of Supervision for social welfare service as well as guidelines for workload management. Establish and strengthen collaborations for Social Welfare Services. Establish an effective and efficient institutional framework for regulation of Social Service Practitioners. Develop and implement programmes for professional support services. Develop and monitor the implementation of induction policy and induction programme for Social Service Practitioners in line with the Social Service Professions Act no. 110 of 1978. Manage and empower Social Service Practitioners employed by the Department in line with the Public Service Act and in adherence to Code of Conduct and Course of Ethics. Conduct developmental quality assurance assessments to NGOs funded by the Department of Social Development. Ensure alignment of plans and budgets. Formulate and Analyze policies and provide guidance to the provision of social work service of the highest, most advanced and specialized nature within defined area(s) of specialization regarding the relevant legislations and programmes in partnership with stakeholders. Attend and give professional guidance to any other matters that could result in, or stem from, social instability in any form. Coordinate and Facilitate access to accredited training with continuous personnel development (CPD) points acquired by Social Service Practitioners. Coordinate and facilitate the establishment of various national and provincial fora to engage Social Work Supervisors. Manage database, provision of reports on recruitment and retention of social service practitioners. Evaluate the impact of the programmes, submit project plan, budget proposals and make recommendations for programmes.

ENQUIRIES : Provincial Office Enquiries may be directed to A Njaba Tel No: 043 605 5110/ 5101.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/144 : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: DSD 04/05/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
: Provincial Office
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Marketing/Communication/Public Relations/Advertising/ or equivalent qualification. 3-5years relevant experience at Assistant Director Level. A driver's license is a prerequisite. Competencies: Ability to think strategically, recommend and implement ideas Sound problem-solving and presentation skills. Ability to inspire and motivate towards a shared vision. Ability to handle matters of a confidential nature. Communication skills (verbal and written). Be computer literate.

DUTIES : Coordinate and facilitate the design and implementation of the communication plans, programmes and campaigns. Client management. Identify and maximise opportunities to enhance the transversal departmental reputation across internal and external stakeholders. Building the brand and reputation via public relations and issues monitoring through media liaison. Supervisory functions.

ENQUIRIES : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/145 : **DEPUTY DIRECTOR: ADMINISTRATION (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11)
: (Ref No: DSD 05/05/2023) Amathole: Amahlathi LSO
: (Ref No: DSD 06/05/2023) OR Tambo: Port St Johns LSO
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration / Social Work / Social Sciences/ or equivalent qualification. 3-5years relevant experience at Assistant Director Level. A driver's license is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Understanding of the Legislative Framework relevant to the Social Development Sector. Sound knowledge of Financial, Human Resources and Supply Chain Management. 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. Must be 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 and Community Development Services. 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.
- ENQUIRIES** : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/146** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: DSD 07/05/2023**
- SALARY** : R811 560 per annum (Level 11)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Policy /Social Science/ Environmental studies/ Development studies/ Public Administration or relevant qualification. 3-5years relevant experience at Assistant Director level. A driver's license is a prerequisite. Knowledge: Knowledge and experience in policy development and coordination. Knowledge of government wide policy frameworks on social development. Project management and coordination skills are essential. Public Finance Management Act (PFMA). National Treasury Regulations. Public service regulations Act. Public Service Regulations. Communication skills (verbal and written). Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organizing. Report Writing Skills. Problem solving. Be Computer literate.
- DUTIES** : Facilitate the implementation of policy development framework. Manage and coordinate the policy development programme of the Department of Social Development. Develop a multi-year departmental policy programme that is aligned with DSD constitutional mandate and government priorities. Monitor compliance of institutional policies with relevant legislation and Acts. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set policy agenda, providing policy support. Conduct policy research and analysis to support programme and policy implementation to enhance organisation performance. Facilitate policy development processes and maintain repository of policies and legislations. Coordinate policy consultation and advocacy sessions for redefined and newly developed policies. Conduct policy reviews, diagnostics and policy audits on a regular basis. Support and drive policy analysis and professional policy development. Provide expert advice and guidance to management and programmes on policy matters. Ensure operational efficiency of the unit in relation to governance and administration, financial management, and human capital management.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za
- POST 17/147** : **DEPUTY DIRECTOR: POPULATION AND RESEARCH REF NO: DSD 08/05/2023**
- SALARY** : R811 560 per annum (Level 11)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science/ Population Development Studies / or relevant qualification. 3-5years relevant experience at Assistant Director level. A driver's license is a prerequisite. Competencies: Knowledge of the relevant Public Service regulatory framework such as the Public Service Act and Public Finance Management Act and related regulations. Knowledge of and experience in the social development sector and inter-governmental processes on population issues. In-depth and extensive knowledge and application of Population Promotion Policy, concepts and other relevant theoretical frameworks. A functional knowledge of approaches and research methods to issues of concern to the UNFPA. Computer literacy. Project and Programme management skills. Planning and organising skills. Communication (written, verbal and liaison) skills. Problem-solving skills. Interpersonal skills. Facilitation skills. Analytical skills. Personal attributes: Accurate, Ability to work under

- pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter.
- DUTIES** : Develop and implement population development programmes, policies and plans. Manager and coordinate research projects on population trends and policies. Draft reports and disseminate findings/information on their relation to social and economic factors in areas of interest to population development issues (GBV, reproductive health and rights, HIV&AIDS, Youth and Women Development). Provide technical support and expert advice on the implementation of the Population Promotion Policy at all spheres of government and civil society. Initiate, develop, implement and manage integrated population and development programmes/projects in collaboration/partnership with civil society and government departments at clusters, national, provincial and local level. Facilitate and implement the provincial/national UNFPA or other donor programmes in collaboration with national, provincial government and civil society. Advise stakeholders on integration of population and development information into civil society and government departments' strategic planning. Attend District, Provincial and National meetings on population issues to present results of demographic analysis and research.
- ENQUIRIES** : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/148** : **SOCIAL WORK SUPERVISOR GRADE 1 (X12 POSTS)**
- SALARY CENTRE** : R432 348 per annum
: (Ref No: DSD 09/05/2023) Alfred Nzo: Winnie Madikizela Mandela (Bizana) LSO
(Ref No: DSD 10/05/2023) Umzimvubu LSO
(Ref No: DSD 11/05/2023) Ntabankulu LSO
(Ref No: DSD 12/05/2023) Amathole: Peddie LSO
(Ref No: DSD 13/05/2023) Chris Hani: Emalahleni (Lady Frere) LSO
(Ref No: DSD 14/05/2023) Inxuba Yethemba LSO
(Ref No: DSD 16/05/2023) Joe Gqabi: Sterkspruit LSO
(Ref No: DSD 17/05/2023) Elundini LSO
(Ref No: DSD 18/05/2023) Walter Sisulu LSO
(Ref No: DSD 19/05/2023) Sarah Baartman: Willowmore LSO
(Ref No: DSD 20/05/2023) NMM: Ibhayi LSO
(Ref No: DSD 21/05/2023) OR Tambo: Ngquza Hill LSO
- 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 as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
- DUTIES** : Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate

<u>ENQUIRIES</u>	: Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Tambo Ms P Tsputse Tel No: 051 633-1609 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 Sarah Baartman Enquiries may be directed to Mr M Sipambo at 046 636-1484 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/149</u>	: <u>SOCIAL WORK SUPERVISOR: RESTORATIVE SERVICES GRAEDE 1 REF NO: DSD 22/05/2023</u>
<u>SALARY</u>	: R432 348 per annum
<u>CENTRE</u>	: OR Tambo: Port St Johns LSO
<u>REQUIREMENTS</u>	: 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 as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
<u>DUTIES</u>	: Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.
<u>ENQUIRIES</u>	: OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/150 : **SOCIAL WORK SUPERVISOR: CHILDREN & PROTECTION GRADE 1 REF NO: DSD 23/05/2023**

SALARY : R432 348 per annum
CENTRE : OR Tambo: Port St Johns LSO
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 as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.

DUTIES : Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.

ENQUIRIES : OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/151 : **SOCIAL WORK SUPERVISOR: NPO GRADE 1 (X2 POSTS)**

SALARY : R432 348 per annum
CENTRE : (Ref No: DSD 24/05/2023) OR Tambo: Ingquza Hill LSO
(Ref No: DSD 25/05/2023) Mhlontlo LSO
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 as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human

		rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
<u>DUTIES</u>	:	Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.
<u>ENQUIRIES</u>	:	OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/152</u>	:	<u>SOCIAL WORK SUPERVISOR: HIV/AIDS GRADE 1 REF NO: DSD 26/05/2023</u>
<u>SALARY</u>	:	R432 348 per annum
<u>CENTRE</u>	:	OR Tambo: Qumbu Area Office
<u>REQUIREMENTS</u>	:	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 as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
<u>DUTIES</u>	:	Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate

		an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices
<u>ENQUIRIES</u>	:	OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/153</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DSD 27/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Provincial Office National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Strategic Management /Public Administration is required. 3-5years relevant experience at supervisory level. A driver's license is a prerequisite. Competencies: Knowledge and understanding of the Public Finance Management Act, Government-wide Monitoring and Evaluation Framework, Treasury Regulations, Framework for Strategic Plan and Annual Performance Plans. Strategic capability and leadership skills. Analytical thinking skills. Problem-solving and decision-making skills. Innovative and creative. People management. Development and empowerment skills Financial management and budgeting skills. Communication (verbal and written) skills. Presentation and facilitation skills. Client orientation and customer focus. Be Computer literate.
<u>DUTIES</u>	:	Facilitate and coordinate the development of the Department's strategic plans and annual performance plans. Ensure alignment between strategic plan, annual performance plan and programme's operational plans across the Department (Province, Districts and Local Service Offices). Facilitate approval and tabling of strategic plans and annual performance plans to Parliament within set timeframes. Oversee the implementation of the strategic planning processes and workshops in districts and local service offices. Advise on the alignment of manager's performance agreements with the strategic plans, annual performance plans and annual operational plans. Develop and implement a Departmental Strategic Planning Business Processes and Standard Operating Procedures.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/154</u>	:	<u>OFFICE MANAGERS (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 per annum (Level 09) (Ref No: DSD 28/05/2023) Provincial Office: Programme 1 (Ref No: DSD 29/05/2023) Programme 3 (Ref No: DSD 30/05/2023) Programme 4)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Management/ Office Management or equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Wide range of office management and administrative tasks, structure and functioning of the department, conflict management, project management, Communication (written and verbal), policy analysis and development, planning and organizing, people management, financial management, project coordination, problem solving computer literacy, facilitation and presentation, stakeholder and client liaison, monitoring, report writing, people orientated, creative, trustworthy, assertive, hard-working, self-motivated, ability to work independently, ability to work under pressure. Be Computer literate.
<u>DUTIES</u>	:	Manage and oversee logistics within the office of the Programme Manager, manage the workflow of the Programme. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Programme Manager and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the Programme Manager for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the Programme Manager. Provide administration support to the Programme Manager with regards to the management of the Programme activities. Organise and attend certain region meetings. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of

budget, procurement and cash flow projections for the Programme. Monitor and report on the financial performance of the Programme. Undertake research and develop appropriate policies, strategic programmes to be used to promote the Programme. Ensure effective document management and correspondence flow within the Office of Programme Manager. Consolidate all Director's reports to produce a monthly, quarterly, half yearly and annual Programme reports. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Programme Manager this includes Audit Improvement Plan (AIP) and Risk Register of the Programme. Administer office correspondence, documents, reports and advise the Programme Manager on urgent matters to be attended. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Manage budget in the Programme Manager's office. Coordinate and manage projects in the office of the Programme Manager. Supervise employees to ensure an effective service delivery.

ENQUIRIES : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za

POST 17/155 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DSD 31/05/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Risk Management/ Internal Auditing / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Understanding of job information. Problem Solving. Planning. Creativity. Be Computer Literate. Accounting/Finance/ Audit Skills. Communication skills (verbal and written).

DUTIES : To supervise and implement the risk management framework in the organization. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advice on the risk management assessment process. Monitor and review the identified risk response activities. Supervise employees to ensure an effective risk management service.

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101/ 043 605-5110.
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za

POST 17/156 : **ASSISTANT DIRECTOR: CUSTOMER CARE REF NO: DSD 32/05/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Relations/Communications / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite Competencies: Strategic Capability and Leadership. Communication. Client Orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Quality Management. Decision Making. Departmental service delivery principles, Strategic Planning, Annual Performance Plan, Service Delivery Improvement Plan, Batho Pele Coordination. Departmental Policies and Procedures. Citizen Focus and Responsiveness. Communication and information Management. Conflict Resolution/ Problem solving. Report Writing and Data Analysis. Be Computer literate.

DUTIES : Provide Batho-Pele trainings for frontline service delivery employees including the efficient coordination of frontline office improvement. Management and monitoring of the Departmental Customer Care complaints to ensure redress. Conduct customer care awareness campaigns to external customers and internal employees. Conduct Customer satisfaction/perception surveys. Supervise allocated resources.

ENQUIRIES : can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za

POST 17/157 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: DSD 33/05/2023**

SALARY : R424 104 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office
	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Communications/Public Relations/Events Management / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite Competencies: The ability to function independently as well as in a multi-disciplinary team and the ability to direct the team to ensure successful hosting of events. Good communication (verbal and written). Be Computer literate.
<u>DUTIES</u>	:	Engage with internal and external stakeholders to determine the needs for the events. Facilitate logistical arrangements for the events. Compile outcomes report for the events. Obtain input from programmes for upcoming events. Develop and maintain the Events Calendar for the Department to ensure effective planning. Compile and maintain accurate databases of key stakeholders for events. Coordinate event schedules with stakeholders. Manage human, financial and physical resource of the section. Report writing, performance management and assessment of staff members attached to the unit.
<u>ENQUIRIES</u>	:	can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za
<u>POST 17/158</u>	:	<u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R424 104 per annum (Level 09)
	:	(Ref No: DSD 34/05/2023) Chris Hani: District Office (Ref No: DSD 35/05/2023) Sarah Baartman: District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Security Management / Risk Management / Police Administration / Policing / Law or Criminal Justice / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. Applicants from SAPS, SANDF, Correctional Services and State Security Agency (SSA) do not need to submit PSIRA Registration but will be required to be registered with PSIRA within six months of appointment if successful. Be a South African Citizen. A valid driver's license. SSA Security Managers/Advisors course, SAMTRAC and Project Management competency and experience working in a secure care center or substance treatment center will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to and must be issued with a security clearance to the level of Top Secret. Competencies: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Knowledge of electronic security systems relating to access control, close circuit television surveillance, parameter detection and intruder detection systems. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision-making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills.
<u>DUTIES</u>	:	Implementation of physical security measures to safeguard government property. Implementation of the Departmental security directive: access / egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems. Implementation of identification card system to identify all employees and visitors. Coordinate security cluster during District events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the Provincial Office and assist Districts on implementation of TSCM. Manage and control office keys and combinations. Implement proper key and key combination controls as per the Departmental Key Control directive. Manage the electronic access control system at the Provincial Office. Conduct security investigations regarding physical security breaches. Conduct in-house security investigations regarding physical security breaches. Implementation of the Departmental security directive: breach of security. Investigate all physical security related breaches occurring at the Provincial Office and report to the relevant security structures.

Keep record of all incidents. Investigations can be conducted in the Districts on invitation. Manage and monitor contracted security services. Give input in specifications of security tenders. Manage contracted security companies performing security services. Conduct quarterly meetings with security contractors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Develop, implement and monitor implementation of contingency plan. Implementation of security directive: contingency procedures in the Provincial Office. Participate in the emergency / OHS committee meetings of the Department. Liaison with local emergency services regarding practicing of the contingency procedures. Ensure availability of all related emergency equipment. Conduct security awareness campaigns on physical security and contingency planning. Identify threats and risks related to physical security. Compile annual awareness plan to include presentations, posters, ICT pop-up messages etc. Conduct security awareness with Provincial Office personnel and on invitation in the Districts.

ENQUIRIES : Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709. Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/159 : **ASSISTANT DIRECTOR: ICT REF NO: DSD 36/05/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Amathole: District Office
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in ICT /international recognized certification such as A+, N+, CCNA or MCSE / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite
Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, VoIP, converged network, LAN design including core, distribution and access layer infrastructure, data storage, business continuity practices, cabling standards, information security system and related policies and legislation. Hands on experience and knowledge of resolving the problems of desktop users. Hands on experience and knowledge of configuring equipment in LAN, such as desktops, switches, Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, serves and routers.

DUTIES : Co-ordinate and manage all ICT user technical support and preventative maintenance services in the district. Plan all infrastructure ICT projects, manage infrastructure projects, consolidate procurement needs and submit information to the relevant managers. Render VCX and Security System administration services. Co-ordinate and monitor maintenance of all ICT equipment/ infrastructure. Implement, install, and technically support software operating systems and systems software packages, PCs and file servers. Offer specialist technical support with regard to access and system disk space problems. Perform strategic leadership, general administration, co-ordination, HR management and financial management functions.

ENQUIRIES : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/160 : **ASSISTANT DIRECTOR: INVENTORY MANAGEMENT REF NO: DSD 37/05/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Provincial Office
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in SCM/Logistics/Finance/Public Administration / Business Management/Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge of good governance. Ability to interpret procedures/policies. Analytical and innovative thinking skills. Organizational and planning skills. Supervisory skills. Problem solving skills. Communication skills (written and verbal). The ideal candidate must be honest, have integrity, be responsible,

		have good human relations, the ability to learn and be teamwork orientated. Be Computer literate.
<u>DUTIES</u>	:	Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems. Facilitate coordinated planning to improve efficiency. Coordinate the submission and consolidation of quarterly and annual reports. Maintenance of the consolidated needs register for the department. Facilitate physical stock count quarterly and annually. Verify and consolidate inventory management reports submitted by districts to eliminate errors. Identify and rectify expenditure allocations and align to the inventory management standards/framework to ensure faithful disclosure. Identify and facilitate training needs for officials in the inventory management. Report discrepancies between physical counts and computer records. Maintain and update records. Distributing of stocking merchandise. Receive and inventory stock. Other various tasks as assigned by the Responsible Manager.
<u>ENQUIRIES</u>	:	Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/161</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DSD 38/05/2023</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in in Human Resource Management/Public Administration/ Public Management/Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). PERSAL knowledge will be an added advantage. A driver's license is a prerequisite. Competencies: Knowledge of the Public Service Regulations and the ability to interpret and apply all applicable regulatory prescripts, Ability to formulate policies. Problem solving abilities. Excellent communication skills (written and verbal), Project management skills, Interpersonal, liaison, co-ordination and organising skills, Leadership and conflict resolution abilities, Willingness to work beyond normal working hours. Solid ability to conduct different types of interviews (structured, competency-based, stress etc). Hands on experience with various selection processes (video interviewing, phone interviewing, reference check etc).
<u>DUTIES</u>	:	Manage the advertisement of posts by: Interacting with line function, Assist with the responses from the advertising process, Participate in the selection panels and prepare submissions for appointments, Oversee the arrangements for interviews such as dates, venues, and invitations to candidates, Ensure candidates attend all tests e.g (competency assessments. as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts, Assist in conducting research, developing, implementing and maintaining the recruitment and selection policies, standard operating procedures & strategies in line with legislative prescripts, Participate in the facilitation and monitoring of Personnel Suitability Checks as required to be conducted in the Department, Provide a supervisory service to the Sub-directorate, Ensure compliance with Employment Equity Act. Assist in the Development and monitoring of operational plans, risk management registers and audit action plans. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly, half yearly and annual reports and report progress made on operational plans, risk management registers and Audit Action plans. Management of Human resource records and ensure compliance with the records management prescripts. Participate in the development and administration of the Human Resources Administration annual budget; participate in the forecast of funds needed for staffing, equipment; monitor expenditures and implement adjustments as appropriate and necessary. Supervise the input of data (Application Master-lists) to ensure its integrity and accuracy; ensure effective and efficient administration of electronic application (e-Recruitment). Onboard new employees in order to become fully integrated. Monitor and apply HR recruitment best practices. Provide analytical and well documented recruitment reports to the team and Management.
<u>ENQUIRIES</u>	:	Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

POST 17/162 : **ASSISTANT DIRECTOR: EPWP: SOCIAL SECTOR COORDINATION REF NO: DSD 39/05/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Sciences/Public Administration/Public Administration/ Public Management/Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). PERSAL knowledge will be an added advantage. A driver's license is a prerequisite. Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication and presentation 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 and skills development programmes through Social Sector EPWP initiatives. Assist public bodies to ensure Social Sector EPWP initiatives and projects are mainstreamed in their departmental programmes thus ensuring that public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral EPWP plans. Establish sectoral committees and ensure they are properly constituted and functional. Collect and collate reports from sectoral committees and facilitate reporting in the National Reporting Website/Database. Contribute towards the realisation of EPWP targets by identified public bodies. Conduct capacity building to public bodies to promote understanding and compliance with reporting tools and systems.

ENQUIRES : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

POST 17/163 : **ASSISTANT DIRECTOR: INSTITUTIONAL MANAGEMENT SERVICES (X2 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : (Ref No: DSD 40/05/2023) Amathole: District Office
(Ref No: DSD 41/05/2023) Sarah Baartman
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations. Knowledge of BAS and SDMIS. Ability to work under pressure and meet deadlines. Good written and verbal communication skills. Strong Excel Spreadsheet proficiency. Knowledge of and experience in the Social Development Sector. Be Computer literate.

DUTIES : Coordinate NPO Forum. Co-ordinate and facilitate the strategic and operational plan of the institutions. Co-ordinate reporting with respect to progress with implementation of operational plans. Provide advice and assistance with implementation of institutional related policies, frameworks and programmes. Manage funding, capacity building and empowerment programmes for emerging and existing CBO's civil society and NPO's. Monitoring of NPO funding. Monitor and report on spending trends. Analyze NPOs spending trends to relate to further allocations. Follow up and improve on Audit Findings. Monitor claims submission by Local Service Offices effective and efficient risk. Management of resources (Human, Physical and Financial).

ENQUIRIES : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626.
Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/164 : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DSD 42/05/2023**
(12 Months Contract)

SALARY : R424 104 per annum (Level 09), (plus 37% in lieu of benefits)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Communication/ Journalism / Equivalent qualification. 3-5years relevant

experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge of government communications. Knowledge of legislation and prescripts relevant to communications. Good interpersonal skills. Strong organizational, planning and problem-solving skills. Language proficiency. Good writing skills. Knowledge of Social Media. Excellent computer literacy and use of standard software packages. Ability to work under pressure, irregular hours, and travel and work outside the office. Be Computer literate.

DUTIES : The successful candidate will be responsible for implementing media engagement plans, Identifying relevant media platforms to profile the department; Writing and distributing media alerts, statements and releases to the media database; Conducting research; Conceptualizing and drafting editorial content such as media statements and queries for approval of the supervisor; Managing media clipping services; Monitoring the compilation of the media clipping pack (printed) and preparing it for approval; Managing media clippings e-link; Coordinating monthly and quarterly media monitoring and analysis reports for presentations to Communications Management; Managing communication activities around events and campaigns on the departmental events calendar; Preparing media accreditation; Coordinating venues for media registration and interviews; Providing inputs towards draft media plans; Managing and updating the media database. focus; Provide inputs to weekly/monthly/quarterly sub-directorate reports.

ENQUIRIES : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

POST 17/165 : **COMMUNITY DEVELOPMENT SUPERVISOR GR1 (X7 POSTS)**

SALARY CENTRE : R410 289 per annum
: (Ref No: DSD 43/05/2023) Alfred Nzo: Umzimvubu LSO
: (Ref No: DSD 44/05/2023) Amathole: Mbashe LSO
: (Ref No: DSD 45/05/2023) Chris Hani: Intsika LSO
: (Ref No: DSD 46/05/2023) Emalahleni LSO
: (Ref No: DSD 47/05/2023) OR Tambo: Mqanduli LSO
: (Ref No: DSD 48/05/2023) Sarah Baartman: Graaf-Reinet LSO
: (Ref No: DSD 49/05/2023) Kou-Kamma LSO

REQUIREMENTS : National Senior Certificate plus an appropriate three-year tertiary qualification. A minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. A valid South African driver's license. Competencies: Financial management: Must be able to make inputs on the budget of the work unit. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentations including reports. Problem solving: Must be able to analyse situations and solve problems Computer literacy: Must demonstrate basic computer literacy Planning and organizing: Must be able to plan and organize own work and work of others. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions Trustworthiness: Must ethical and moral conduct. Developing others: Must be able to mentor, coach and provide continuous support, be able to build a positive relationship of trust with the community and colleagues. Ethics: Must be able to display good guidance and advice to community development practitioners. People management: Must be able to manage the performance and conduct of others. Understanding principles: Must understand and be able to apply the principles applied in community work. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the community development field to enhance service delivery. Computer literacy will be an added advantage.

DUTIES : Understanding community development programs: Must be able to supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Knowledge of human behaviour and social systems: Must have knowledge and understanding of human behavior and social systems Understanding community dynamics: Must have knowledge and understanding of the inter-relations within community structures, dynamic of the community and current legislation to enable interventions. Networking and establishing partnerships: Must ensure that there is communication and coordination with all relevant role players, internal and external (e.g. in

departments/provinces, NGOs, local community structures. Community development research: Must be able to conduct research relating to community development work. Managing community projects: Must be able to manage and coordinate community development projects Understanding community development legislation: Must be able to implement policies and legislation related to community development.

ENQUIRIES : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900
Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626
Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709
Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/166 : **CHIEF NETWORK CONTROLLER (X 2POSTS)**

SALARY CENTRE : R359 517 per annum (Level 08)
: (Ref No: DSD 50/05/2023) Amathole: Butterworth
: (Ref No: DSD 51/05/2023) NMM: PE LSO

REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma in ICT/ Electronics/ International recognised certification in A+, N+, CCNA or MCSE / Equivalent qualification. 3-5years relevant experience in the field of LAN and Desktop user support. A valid South African Driver's License is a prerequisite Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LAN's and LA equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software related problems on ICT user problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as desktops, switches, servers and routers.

DUTIES : To perform all ICT end user technical support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in system software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers. To supervise Network Controllers.

ENQUIRES : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626
NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/167 : **SOCIAL WORKER GRADE 1 (X36 POSTS)**

SALARY CENTRE : R294 411 per annum
: (Ref No: DSD 52/05/2023) Alfred Nzo: District Office
: (Ref No: DSD 53/05/2023) Winnie Madikizela Mandela (Bizana) LSO
: (Ref No: DSD 54/05/2023) Umzimvubu LSO
: (Ref No: DSD 55/05/2023) Ntabankulu LSO
: (Ref No: DSD 56/05/2023) Matatiele LSO
: (Ref No: DSD 57/05/2023) Amathole: District Office
: (Ref No: DSD 58/05/2023) Butterworth LSO
: (Ref No: DSD 59/05/2023) Chris Hani: District Office
: (Ref No: DSD 60/05/2023) Emalahleni (Dordrecht) LSO
: (Ref No: DSD 61/05/2023) Cala LSO
: (Ref No: DSD 62/05/2023) Whittlesea LSO
: (Ref No: DSD 63/05/2023) Amalahleni LSO
: (Ref No: DSD 64/05/2023) Ngcobo LSO
: (Ref No: DSD 65/05/2023) Queenstown LSO
: (Ref No: DSD 66/05/2023) Enoch Mgijima LSO
: (Ref No: DSD 67/05/2023) NMM: District Office
: (Ref No: DSD 68/05/2023) Nerina CYCC
: (Ref No: DSD 69/05/2023) Uitenhage LSO (X2 Posts)
: (Ref No: DSD 70/05/2023) Motherwell LSO
: (Ref No: DSD 71/05/2023) Kwa-Nobuhle LSO
: (Ref No: DSD 72/05/2023) Zwide LSO
: (Ref No: DSD 73/05/2023) Ibhayi LSO
: (Ref No: DSD 74/05/2023) BCM: District Office
: Ref No: DSD 75/05/2023) Zwelitsha LSO

		(Ref No: DSD76/05/2023) Dimbaza LSO (X2 Posts) (Ref No: DSD 77/05/2023) KWT LSO (X2 Posts) (Ref no. DSD 78/05/2023) OR Tambo: District Office (Ref No: DSD 79/05/2023) KSD LSO (Ref No: DSD 80/05/2023) Joe Gqabi: District Office (Ref No: DSD 81/05/2023) Sarah Baartman: District Office (Ref No: DSD 82/05/2023) Steytleville LSO (X2 Posts) (Ref No: DSD 83/05/2023) Somerset East LSO
<u>REQUIREMENTS</u>	:	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 must be submitted on the interview day. A valid driver's license is a prerequisite, however, successful candidates who are not in the possession of driver's license will be required to submit the proof within six (6) months from the date of assumption of duty. Competencies: Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing. Teamwork and collaboration: Must be able to work effectively within teams including social work teams and multidisciplinary teams. Valuing diversity: Must be able to work effectively, cooperatively, amicable with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan and organize own work. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Developing others: Must be able to develop, coach and foster long term learning of others.
<u>DUTIES</u>	:	Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems Social Work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social wellbeing. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.
<u>ENQUIRIES</u>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 BCM:Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/168</u>	:	<u>NETWORK CONTROLLER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 per annum (Level 07) (Ref No: DSD 84/05/2023) Chris Hani: Ngcobo LSO (Ref No: DSD 85/05/2023) OR Tambo: Lusikisiki LSO
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B Degree/ N Diploma in ICT/ Electronics/ International recognised certification in A+, N+, CCNA or MCSE / Equivalent qualification. 3-5years relevant experience in the field of LAN and Desktop user support. A valid South African Driver's License is a prerequisite Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, LAN's and LA equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software related problems on ICT user problems and performing hardware maintenance on ICT

- user equipment. Hands on experience and knowledge in configuring equipment in LAN such as desktops, switches, servers and routers.
- DUTIES** : To perform all ICT end user technical support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in system software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.
- ENQUIRIES** : Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/169** : **CHIEF REGISTRY CLERK REF NO: DSD 86/05/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Sarah Baartman: District Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Records Management/Library Science/ Information Science / Equivalent qualification. 2-3 years relevant experience. Competencies: Good communication (verbal and written) skills, in depth knowledge of the National Archives and Records Services Act and Minimum Information Security Standard (MISS). Ability to work independently and under pressure as well as writing reports. Knowledge of the records management policy, procedures and manuals. Knowledge of other legislative framework governing records management will service as an advantage, e.g. the Promotion of Access to Information Act. Knowledge of PERSAL.
- DUTIES** : Responsible for the safekeeping of current, closed and terminated departmental records. Filing and retrieval of departmental records as per the National Archives Act and other prescripts. Conduct in service training for registry officials and other related personnel in order to ensure compliance of the relevant acts. Develop and manage all registers utilized by Registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to both internal and external clients. Implementation of records management policy and procedures. Ensuring the use of the file plan, indexing and referencing of documents by all personnel before filing. Recommendation for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Supervise and render effective filing and record management service. Ensuring provision of messenger services to the regional office. Compile management reports with regard to records management. Ensuring proper use of the franking machine. Management of messenger services to the regional office. Monitoring of records to ensure alignment with other regions including head office in order to maintain uniformity of records keeping within the department.
- ENQUIRIES** : Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/170** : **STATE ACCOUNTANT: FINANCIAL PLANNING REF NO: DSD 87/05/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/N Diploma (NQF Level 6/7) in Accounting /Financial Management/ Internal Auditing/ BCom/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of Public Finance Management Act and Public Service Legislation, Regulations and Policies. Knowledge in the application of Accounting Computer Systems. Communication skills (verbal and written), Report writing. Facilitation Skills. Coordination Skills. Liaising Skills. Networking and Decision-Making Skills. Accounting Skills. Computer literacy.
- DUTIES** : Give technical support to the programme on a year monitoring basis to compile the budget. Receive inputs, consolidate and implement adjustment estimates and shifting of funds. Loading of the budget and management of virements. Compilation of the budget as per the Treasury Regulations.
- ENQUIRIES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

<u>POST 17/171</u>	:	<u>STATE ACCOUNTANT</u>
<u>SALARY CENTRE</u>	:	R294 321 per annum (Level 07) (Ref No: DSD 88/05/2023) Amathole: District Office (Ref No: DSD 89/05/2023) OR Tambo: District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B Degree/N Diploma (NQF Level 6/7) in Accounting /Financial Management/ Internal Auditing/ BCom/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of Public Finance Management Act and Public Service Legislation, Regulations and Policies. Knowledge in the application of Accounting Computer Systems. Communication skills (verbal and written), Report writing. Facilitation Skills. Coordination Skills. Liaising Skills. Networking and Decision-Making Skills. Accounting Skills. Computer literacy.
<u>DUTIES</u>	:	Clear PERSAL exceptions on BAS and reconcile PERSAL/BAS expenditure. Clear and reconcile salary related suspense Accounts. Render distribution of payrolls and supervise subordinates. Implement employee deductions and process salary claims. Maintain proper filling of documentation. Provide support and guidance related to salaries to the entire district. Approve PERSAL transactions. Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purposes (recordkeeping). Check all payment transactions status. Compile the budget procurement plan and ensure cash flow management.
<u>ENQUIRIES</u>	:	Amathole Enquiries may be directed to Ms Z. Habe Tel No: 043 711 6626 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdspd.gov.za
<u>POST 17/172</u>	:	<u>ADMIN OFFICER/ PERSONAL ASSISTANT (X11 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 per annum (Level 07) (Ref No: DSD 90/05/2023) HRA (Ref No: DSD 91/05/2023) Risk Management (Ref No: DSD 92/05/2023) Expenditure Management (Ref No: DSD 93/05/2023) Financial Accounting Ref No: DSD 96/05/2023) Supply Chain Management (Ref No: DSD 97/05/2023) Programme (2 Posts) (Ref No: DSD 98/05/2023) Programme (3 Posts) (Ref No: DSD 99/05/2023) Programme (4 Posts) (Ref No: DSD 100/05/2023) Institutional Capacity Building (Ref No: DSD 101/05/2023) Internal audit (Ref No: DSD 102/05/2023) Early Childhood Development
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer literate.
<u>DUTIES</u>	:	Manage and oversee logistics within the office of the Director, manage the workflow of the unit. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Director and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the Director for such meetings. Contribute to the promotion of compliance in the Directorate. Provide administration support to the Director with regards to the management of the Directorate activities. Organise and attend certain Directorate meetings as assigned by the Responsible Manager. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the Directorate. Ensure effective document management and correspondence flow within the Office of Director. Consolidate all sub directorate's reports to produce a monthly, quarterly, half yearly and annual Director report. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information of the Office of the Director. Administer office correspondence, documents and reports.

- Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant of the Director. Manage budget in the Director's office. Coordinate and manage projects in the office of the Director.
- ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za
- POST 17/173** : **ADMIN OFFICER (X5 POSTS)**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Ref No: DSD 103/05/2023) BCM: (NPO)District Office
(Ref No: DSD 104/05/2023) Chris Hani: Queenstown Area Office
(Ref No: DSD 105/05/2023) Joe Gqabi: (NPO)Senqu LSO
(Ref No: DSD 106/05/2023) Sarah Baartman: Blue Crane
(Ref No: DSD 107/05/2023) (NPO)Makana LSO
- REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer Literate.
- DUTIES** : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Capturing data on the system.
- ENQUIRES** : Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709
Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484
Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616
OR Ms P Tsuputse Tel No: 051 633-1609.
BCM:Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/174** : **HR PRACTITIONER REF NO: DSD 108/05/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Amathole: District Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Human Resource Management/ Public Administration/ Public Management/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer Literate.
- DUTIES** : Administering of Human Resource Administration in the District. Human Resource Administration practices: Implement service benefits and leave management. Ensure effective processing of housing allowance, long service recognition, resettlement claims, termination of service, leave gratuities and pension withdrawal claims. Approve transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
- ENQUIRES** : Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/175** : **ADMIN OFFICER: INVENTORY REF NO: DSD 109/05/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in SCM/Logistics/Finance/Public Administration / Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of Public Management

- Act (PFMA), Inventory Management Framework; SDIMS/Logis. Interpersonal relations skills. Ability to make decisions and to work independently. Ability to work under pressure and meet deadlines. The ideal candidate should have good ethical behavior, mutual respect and believe in the Batho Pele Principles. A valid driver's license will be an added advantage. Be Computer Literate.
- DUTIES** : Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports. Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves. Processes and/or approves invoices for payment. Processes and documents return as required following established procedures. Performs routine clerical duties, including data entry, answering telephones, and assisting customers. Performs miscellaneous job-related duties as assigned.
- ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za
- POST 17/176** : **ADMIN OFFICER: ASSET MANAGEMENT REF NO: DSD 110/05/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : OR Tambo: District Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Asset Management/ SCM/Public Administration / Equivalent qualification. 2-3 years relevant experience. Competencies: Asset Management, Risk Management, Relevant Labour Policies, procedures and processes, Customer Services (Batho Pele), Stakeholders and customer, Knowledge and understanding of Supply Chain Management Procedures, National Treasury Regulations. Skills: Verbal and written communication, Facilitation, Computer Literacy, Presentation, Data and record Management, Decision making, Problem solving.
- DUTIES** : Verify assets and record them in the province asset register (Daily). Record all assets in the Department Asset register. Execute the disposal of assets in line with the departmental policies and procedures (Monthly). Responsible for making recommendations to acquisition management for the procurement of assets for degree of operating leverage (DOL). Monitor and ensure that all ITC equipment are operational . Monitor the operational performance and maintenance of assets in DOL (Daily)
- ENQUIRES** : OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/177** : **ADMIN OFFICER: FACILITIES REF NO: DSD 111/05/2023 (X2 POSTS)**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Business Administration/ Building Environment/ Equivalent qualification. 2-3 years relevant experience. Competencies: Work experience as a Facilities administrator or similar role. Strong knowledge of facilities management operations. Familiarity with office equipment and security systems. Hands on experience with facilities management. Understanding of safety regulations in offices. Well-organized. Sound judgement and the ability to think quickly during emergencies. Be Computer literate.
- DUTIES** : Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, security cameras). Create the schedule for cleaning and disinfecting the building. Assist in monitoring of activities that happen outside the building, such as proper waste disposal and recycling. Assist in fixing minor malfunctions in office equipment. Assist in coordination of office and parking space allocation. Keep track of regular and ad-hoc facility expenses. Maintain an updated record of invoices from external partners (e.g. suppliers, insurance agents, security guards). Assist in researching of new services and appliances to facilitate operations. Assist in ensuring of compliance with health and safety regulations.
- ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

- POST 17/178** : **ADMIN OFFICER: ICT REF NO: DSD 112/05/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration / Equivalent qualification. 2-3 years relevant experience. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Knowledge in SITA Act and its regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procurement processes. Excellent communication, analytical and problem-solving skills. Knowledge of budgeting processes.
- DUTIES** : Co-ordinate all admin support services of ICT Engineering. Supervise ICT Admin clerks. To liaise with business partners of ICT of the Department. To render secretarial services for all ICT governance structures such as ICT steering committee and SLA monitoring committee. To monitor payment of ICT service providers. To process procurement of ICT goods and services. Monitor expenditure against projections. Coordinate and consolidate branch reporting.
- ENQUIRES** : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za
- POST 17/179** : **ADMIN / TRANSPORT OFFICER REF NO: DSD 113/05/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Sarah Baartman: District Office
REQUIREMENTS : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Fleet Management /Transport Management/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of relevant transport policies and prescripts. Skills required: Supervisory; Analytical; Good Financial Management; Computer literacy; Communication (written and verbal); Good interpersonal; Planning and organising skills. Ability to work long hours and independently. Ability to work under pressure. Ability to gather and analyse information. Valid unendorsed driver's license. Willingness to work extended hours.
- DUTIES** : To provide day to day management of vehicles in terms of usage and maintenance. Assist in ensuring that Log sheets are controlled and completed for all official trips. Keep vehicle maintenance schedules and coordinate maintenance requirements. Provide Management with information on vehicle performance. Compile accident reports and make follow ups. Process Transport payments. Supervise drivers. Assist with acquisition of subsidised vehicles. Process fuel claims and facilitates normal and premature withdrawal of subsidised vehicles. Assist with monitoring of Service level agreement. Monitor compliance to Transport Policy and advise accordingly.
- ENQUIRES** : Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/180** : **ADMIN OFFICER (LANGUAGE PRACTITIONER) REF NO: DSD 114/05/2023**
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Provincial Office
REQUIREMENTS : National Senior Certificate plus B. Degree/ N Diploma (NQF Level 6) in Linguistics/Socio-Linguistic and Language being a major. / Equivalent qualification. A qualification in Translation/ Interpreting will be an added advantage. 2-3 years relevant experience. Competencies: Ability to translate technical and legal documents in at least 3 of Eastern Cape provincial languages. Publishing and creative writing. Knowledge of Language Policy and its implementation. Written and verbal communication. Project Management. Ability to deal with Stakeholders. Customer/Client orientated. Knowledge of sign language or willingness to learn the language will be an added advantage. Computer literacy.
- DUTIES** : Render language services such as translation and interpretation from and into IsiXhosa, Sesotho, English and Afrikaans. Provide and facilitate any language related initiatives. Provide interpreting service when required. Facilitate editing,

proofreading and prepare manuscripts for publication. Liaise and meet with stakeholders for language development projects as well as organizing language related programmes.

ENQUIRIES : Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za

POST 17/181 : **CHIEF SECURITY OFFICER REF NO: DSD 115/05/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : BCM: John X Merrimen
REQUIREMENTS : National Senior Certificate plus B. Degree/ N Diploma (NQF Level 6/7) in Security Management. / Equivalent qualification. Valid registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. 2-3 years relevant experience. Applicants from SAPS, SANDF, Correctional Services and State Security Agency (SSA) do not need to submit PSIRA Registration but will be required to be registered with PSIRA within six months of appointment if successful. Be a South African Citizen. A valid driver's license. SSA Security Managers/Advisors course, SAMTRAC and Project Management competency and experience working in a secure care center or substance treatment center will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to and must be issued with a security clearance to the level of Top Secret. Competencies: Experience in the following specific fields of security: Physical Security, Information Security, Security Investigation, Occupational Health and Safety (OHS). Competence which include the following: Human relations, people management and empowerment skills. Financial management and budgeting skills, client orientation and customer focus. Communication (verbal, written and presentation) skills. Policy analysis and development skills. Computer literacy and ability to train people. A valid driver's license. Knowledge of legislation and procedures related to physical security inclusive of CCTV systems, Fire detection/prevention systems, access control, Fire-arm control, Trespassing. Knowledge of measures for operations in a control room and control and movement of equipment and people. Knowledge of related legislation and security procedures (e.g. MISS, MPSS, POPIA and Protection of Information Act, Children's Act, etc.) and the authority of security officers under these prescripts. Operating of electronic security systems and apparatus (eg. Walk through metal detectors, X-ray machines, CCTV systems, Access control systems, Perimeter Intrusion Detection Systems, etc). Knowledge of the relevant emergency procedures. Computer literacy.

DUTIES : The successful candidate will be responsible for: Assisting in developing, implementing and monitoring security, health and safety and security policies and procedures. Develop security plan and operational procedures and manage the electronic security systems. Advise the Center Manager on the amendments to security, health and safety policies and procedures. Identify all risks and threats to security of the Center as well as vulnerability in the mitigating measures implemented. Conduct investigations on breaches of security and ensure reporting. Creating, developing and maintaining training sessions of all security officials. Run a security, health and safety awareness programme. Assist with monitoring the extent of adherence/compliance to the security, health and safety policies and prescripts. Coordinate the process of vetting to all officials that have access to sensitive information within the Center. Conducting corrective/disciplinary steps in case of non compliance in line with Government's disciplinary code. Implementation of security appraisals recommendations, in consultation with the Assistant Director: Security Management. Liaise with relevant stakeholder i.e. South African Police Services (SAPS), Private Security Industry Regulatory Authority (PSIRA), disaster management, etc. on all security related matters. Supervise Security Officers and support staff. Participate in Management meetings.

ENQUIRES : BCM:Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/182 : **PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 REF NO: DSD 116/05/2023**

SALARY : R293 670 per annum
CENTRE : BCM: Bisho CYCC
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Latest proof of registration with the SANC as Professional Nurse must be submitted on the interview day. Competencies: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRES : BCM:Enquiries may be directed to Ms P. Kula Tel No:043 705-5675
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/183 : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X10 POSTS)**

SALARY : R251 283 per annum
CENTRE : (Ref No: DSD 117/05/2023) Alfred Nzo: Ntabankulu LSO
(Ref No: DSD 118/05/2023) Amathole: Keiskammahoek LSO
(Ref No: DSD 119/05/2023) BCM: Mdantsane 2 LSO
(Ref No: DSD 120/05/2023) Chris Hani: Sakhisizwe (Cala) LSO
(Ref No: DSD 121/05/2023) Joe Gqabi: Elundini LSO
(Ref No: DSD 122/05/2023) Walter Sisulu LSO
(Ref No: DSD 123/05/2023) NMM: Motherwell LSO (X2 Posts)
(Ref No: DSD 124/05/2023) Uitenhage LSO
(Ref No: DSD 125/05/2023) Zwide LSO

REQUIREMENTS : National Senior Certificate plus an appropriate three-year tertiary qualification
Competencies: Impact and influence: Must be able to influence individuals and groups to participate in their self-empowerment ventures Planning and organizing: Must be able to plan and organize own work effectively. Presentation skills: Must be able to conduct presentations to various community development structures. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentations. Computer literacy: Must demonstrate basic computer literacy Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others, be part of a team Understanding principles: Must understand the principles applied in community work.

DUTIES : Knowledge of human behaviour and social systems: Must have knowledge of human behavior and social systems Community development intervention: Must have knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Counselling: Must be able to provide basic counseling services and empower communities. Community development research: Must be able to conduct research relating to community development work. Understanding community development programs: Must be able to facilitate, identify, plan and implement various community development programs/interventions. Managing community projects: Must be able to manage community development projects. Understanding community dynamics: Must have knowledge of the inter-relations within community structures and dynamics of the community. Networking and establishing partnerships: Must be able to liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Understanding community development legislation: Must have

		knowledge and understanding of policies and legislation related to community development.
<u>ENQUIRIES</u>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Ms P Tsuputse Tel No: 051 633-1609 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/184</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR GRADE 1 (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R231 339 per annum (Ref No: DSD 126/05/2023) Joe Gqabi: Lulama Futshane CYCC (Ref No: DSD 127/05/2023) NMM: Ernest Malgas Treatment Centre (Ref No: DSD 128/05/2023) Erica Place of Safety (X2 Posts) (Ref No: DSD 129/05/2023) Alfred Nzo: Maluti CYCC
<u>REQUIREMENTS</u>	:	National Senior Certificate a minimum of 10 years' appropriate experience in child and youth care work after obtaining the required qualification. Competencies: Knowledge of rules and procedures: Must know and understand the rules and procedures of the care centre. Valuing diversity: Must be able to understand, respect and relate well to people of diverse backgrounds Initiative: Must be able and willing to assist with other responsibilities including care of children as the need arises. Trustworthiness: Must be able to build a positive relationship of trust at all levels through reliability and authenticity. Developing others: Must be able to coach and foster long term learning or development of others (supervisors and child and youth care workers) Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions. Communication: Must be able to convey clear messages, write clear documentations and adapt communication content to be relevant to the recipient. Ethics: Must display and build the highest standard of ethical and moral conduct. Team leadership: Must be able to build productive teams in order to achieve the required outputs. Problem solving: Must be able to solve problems and analyse situations. Planning and Organising: Must be able to plan and organise the work of a group of child and youth care workers. People management: Must be able to manage the performance of employees (supervisors and child and youth care workers). Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the child and youth care field. Computer literacy.
<u>DUTIES</u>	:	Inspection: Must be able to undertake inspections during shifts and report on incidents and problems identified. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth and ensure that these needs are protected and maintained. Knowledge of developmental interventions: Must be able to participate in the identification of further developmental interventions. Monitoring and evaluation: Must be able to monitor and participate in the evaluation of the implementation of the recommended developmental programs. Knowledge of the childcare act: Must understand and be able to implement the childcare act.
<u>ENQUIRES</u>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Tambo Ms P Tsuputse Tel No: 051 633-1609. NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/185</u>	:	<u>ADMIN CLERK: SCM (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05) (Ref No: DSD 130/05/2023) Alfred Nzo: Ntabankulu LSO (Ref No: DSD 131/05/2023) Winnie Madikizela LSO (Bizana) (Ref No: DSD 132/05/2023) NMM: District Office
<u>REQUIREMENTS</u>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as ability to capture data and collecting statistics. Basic knowledge and

		understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<u>ENQUIRIES</u>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/186</u>	:	<u>DATA CAPTURER (X11 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05) (Ref No: DSD 133/05/2023) Amathole: District Office (X4 Posts) (Ref No: DSD 134/05/2023) Joe Gqabi: District Office (X4 Posts) (Ref No: DSD 135/05/2023) Senqu LSO (Ref No: DSD 136/05/2023) OR Tambo: KSD LSO (Ref No: DSD 137/05/2023) Qumbu LSO (Ref No: DSD 138/05/2023) Libode LSO
<u>REQUIREMENTS</u>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as ability to capture data and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Capturing data from various sources, such as physical devices, software applications, and databases. They may also need to create and maintain data records, perform data analysis, and report results. Ensure that all data is entered correctly and accurately, in a timely manner, and identify and correct any errors in the data. Other duties may include generating spreadsheets, validating and reviewing data, and organizing information. Responsible for entering and storing data according to their employer's requirements and checking the accuracy of the information they are entering by cross-verifying it.
<u>ENQUIRIES</u>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Tambo Ms P Tsputse Tel No: 051 633-1609. NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/187</u>	:	<u>HR CLERKS (X19 POSTS)</u> Contract Posts)
<u>SALARY</u>	:	R202 233 per annum (Level 05), (plus 37% in lieu of benefits) (Ref No: DSD 139/05/2023) Alfred Nzo: District Office (X2 Posts) (Ref No: DSD 140/05/2023) Amathole: District Office (X2 Posts) (Ref No: DSD 141/05/2023) BCM: District Office (X2 Posts) (Ref No: DSD 142/05/2023) Chris Hani: District Office (X2 Posts) (Ref No: DSD 143/05/2023) Joe Gqabi: District Office (X2 Posts) (Ref No: DSD 144/05/2023) NMM: District Office (X2 Posts) (Ref No: DSD 145/05/2023) OR Tambo: District Office (X2 Posts) (Ref No: DSD 146/05/2023) Provincial Office (X3 Posts) (Ref No: DSD 147/05/2023) Sarah Baartman: District Office (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Basic knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedures in terms of the working environment.
<u>DUTIES</u>	:	Responsible for all day to day HR administrative activities as directed. Data capturing. Assist the HR supervisors to ensure the smooth running of the office.
<u>ENQUIRIES</u>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626. Chris Hani Enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675

Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110

Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616
OR Tambo Ms P Tsputse Tel No: 051 633-1609

NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/188

HR CLERKS (X3 POSTS)

SALARY CENTRE

R202 233 per annum (Level 05)
(Ref No: DSD 148/05/2023) BCM: District Office
(Ref No: DSD 149/05/2023) Joe Gqabi: Walter Sisulu LSO
(Ref No: DSD 150/05/2023) Provincial Office

REQUIREMENTS

National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Basic knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedures in terms of the working environment.

DUTIES

Responsible for all day to day HR administrative activities as directed. Data capturing. Assist the HR supervisors to ensure the smooth running of the office.

ENQUIRIES

BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675.
Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110
Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616
OR Tambo Ms P Tsputse Tel No: 051 633-1609
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/189

ACCOUNTING CLERK (X2 POSTS)

SALARY CENTRE

R202 233 per annum (Level 05)
(Ref No: DSD 151/05/2023) BCM: District Office
(Ref No: DSD 152/05/2023) NMM: District Office

REQUIREMENTS

National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations.

DUTIES

Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.

ENQUIRIES

BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/190

ADMIN CLERK (X12 POSTS)

SALARY CENTRE

R202 233 per annum (Level 05)
(Ref No: DSD 153/05/2023) Amathole: Mbashe LSO
(Ref No: DSD 154/05/2023) Peddie LSO
(Ref No: DSD 155/05/2023) BCM: District Office
(Ref No: DSD 156/05/2023) East London LSO (X2 Posts)
(Ref No: DSD 157/05/2023) King Williams Town LSO
(Ref No: DSD 158/05/2023) John X Merrimen
(Ref No: DSD 159/05/2023) Enoch Sontonga
(Ref No: DSD 160/05/2023) Silver Crown OAH
(Ref No: DSD 161/05/2023) NMM: Walmer LSO
(Ref No: DSD 162/05/2023) District Office (NPO) (X2 Posts)
(Ref No: DSD 163/05/2023) OR Tambo: Mhlontlo LSO
(Ref No: DSD 164/05/2023) Nyandeni LSO

REQUIREMENTS

National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the Component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 BCM:Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 Provincial Office Enquiries can be directed to Ms A Njaba Tel Noi: 043 605-5101/ 043 605-5110 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Ms P Tsuputse Tel No: 051 633-1609 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/191</u>	:	<u>INVENTORY CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 5) (Ref No: DSD 165/05/2023) OR Tambo: Ngquza Hill LSO (Ref No: DSD 166/05/2023) Mhlontlo LSO
<u>REQUIREMENTS</u>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as ability to capture data and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<u>ENQUIRIES</u>	:	OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/192</u>	:	<u>PERSONNEL OFFICER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05) (Ref No: DSD 167/05/2022) Alfred Nzo: Winnie Madikizela Mandela (Bizana) LSO (Ref No: DSD 168/05/2022) OR Tambo: Port St Johns LSO (Ref No: DSD 169/05/2022) Ngquza Hill LSO
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Equivalent qualification. Computer literacy. No experience required. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900 OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/193</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER GRADE 1 REF NO: DSD 170/05/2023 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R184 455 per annum NMM: Ernest Malgas Treatment Centre
<u>REQUIREMENTS</u>	:	National senior certificate. A minimum of 7 years' appropriate experience in child and youth care work after obtaining the required qualification. Competencies: Teamwork and collaboration: Must be able to work cooperatively with others. Trustworthiness: Must be able to build a positive relationship of trust with children, youth and colleagues. Ethics: Must be able to display good ethical and moral conduct. Developing others: Must be able to mentor, coach and provide continuous support, guidance and advice to child and youth care workers. Interpersonal skills: Must be able to maintain a healthy interpersonal relationship with others. People management: Must be able to manage the performance and conduct of others. Communication: Must be able

to convey clear messages/ information and write clear documentation including reports. Problem solving: Must be able to solve problems and analyse situations. Planning and organising: Must be able to plan and organise own work and work of others. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the child and youth care field. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions. Computer literacy.

DUTIES : Care and development: Must be able to understand, facilitate and supervise the care and development of children and youth. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth and ensure that these needs are protected and maintained. Creating a Stimulating environment: Must be able to create a caring and stimulating environment for children and youth. Monitoring and Evaluation: Must be able to track progress in the implementation of the recommended developmental programs. Knowledge of developmental interventions: Must be able to participate in the identification of further developmental interventions. Knowledge of the childcare act: Must understand and be able to implement the childcare act. Knowledge of rules and procedures: Must know and understand the rules and procedures of the care Centre.

ENQUIRIES : NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750. e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/194 : **SOCIAL AUXILIARY WORKER GR1 (X9 POSTS)**

SALARY CENTRE : R174 702 per annum
 : (Ref No: DSD 171/05/2023) Amathole: Butterworth
 : (Ref No: DSD 172/05/2023) BCM: East London LSO
 : (Ref No: DSD 173/05/2023) NMM: Uitenhage LSO (X4 Posts)
 : (Ref No: DSD 174/05/2023) Sarah Baartman: Port Alfred LSO
 : (Ref No: DSD 175/05/2023) Koukamma LSO
 : (Ref No: DSD 176/03/2023) Alfred Nzo: Umzimvubu LSO

REQUIREMENTS : Grade 10 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 Social Service Professions (latest copy/current year). Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to social workers. Empathy: Must be able to respect and build positive relationships with the social workers. Trustworthiness: Must be able to build a positive relationship of trust with the social workers. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in social work.

DUTIES : Understanding of SA social welfare context: Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context. Understanding social auxiliary work: Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the SA context. Social work profession: Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Understanding social work legislation: Basic understanding of the SA judicial system and legislation governing and impacting of social auxiliary work and social work. Understanding human behaviour and social systems: Must have basic knowledge and understanding of human behaviour, relationship system and social issues.

ENQUIRES : Alfred Nzo Enquiries may be directed to Mr S Shweni Tel No: 039 254 0900
 Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626
 BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
 Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: 051 633-1616
 OR Tambo Ms P Tsuputse Tel No: 051 633-1609
 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

<u>POST 17/195</u>	:	<u>RECEPTIONIST (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R171 537 per annum (Level 04) (Ref No: DSD 177/05/2023) OR Tambo: Qumbu Area Office (Ref No: DSD 178/05/2023) Port St Johns LSO (Ref No: DSD 179/05/2023) KSD LSO (Ref No: DSD 180/05/2023) Nyandeni LSO
<u>REQUIREMENTS</u>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Telephone etiquette.
<u>DUTIES</u>	:	Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as photocopy machines. Liaise with internal and external stakeholders. Maintain telephone directory. Maintain and control visitor register at reception.
<u>ENQUIRIES</u>	:	OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/196</u>	:	<u>SECURITY SUPERVISOR (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R171 537 per annum (Level 04) (Ref No: DSD 181/05/2023) BCM: John X Merrimen (Ref No: DSD 182/05/2023) Joe Gqabi: Lulama Futshane CYCC (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate / Equivalent qualification plus certificate in security related studies. No experience required. Valid registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have Firefighting, First Aid, and crowd management training. Contingency planning training will be an added advantage. Experience working in a CYCC will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to and must be issued with a security clearance processes to the level of Confidential. Be willing to work shifts and extended hours. Competencies: Knowledge of legislation and procedures related to physical security inclusive of access control, Fire-arm control, Trespassing. Knowledge of measures for the control and movement of equipment and people. Knowledge of prescribed security procedures (e.g. MISS, MPSS, POPIA and Protection of Information Act, etc.) and the authority of security officers under these documents. Operating of electronic security systems and apparatus (eg. Walk through metal detectors, X-ray machines, CCTV systems, Access control systems, Perimeter Intrusion Detection Systems, etc). Knowledge of the relevant emergency procedures. Competence which include the following: Human relations, people management and empowerment skills. Financial management skills, client orientation and customer focus. Communication (verbal, written and presentation) skills in English. Computer literacy and ability to train people.
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies and service level agreements viz Conducting of on and off duty parades. Allocate duties and posting of security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorized entry into buildings and the premises. Authorizing access and egress of equipment, documents, etc. into or out of buildings and the premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, Parameter Intruder Detection, security lights, etc.). Check all security related registers after shift change (e.g. OB, Visitors-, Vehicle-, Asset registers, etc.) Monitor and provide support in case of emergencies. Administrative and related functions viz Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Coordinate submission of claims related to Basic Condition of Employment Act. Provide security related services viz Administer key control

system. Identify risks and threats to the security of the Center. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets viz Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

ENQUIRIES : BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616
OR Tambo Ms P Tsuputse Tel No: 051 633-1609
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/197 : **CHILD AND YOUTH CARE WORKER GRADE 1 (X8 POSTS)**

SALARY CENTRE : R166 869 per annum
: (Ref No: DSD 183/05/2023) NMM: Erica Place of Safety (X4 Posts)
(Ref No: DSD 184/05/2023) Protea Place of Safety (X3 Posts)
(Ref No: DSD 185/05/2023) BCM: John X Merrimen (X1 Post)

REQUIREMENTS : National senior certificate. Competencies: Communication: Must be able to convey clear, simple and easy to understand messages/ information to children and youth. Empathy: Must be able to respect and build positive relationships with children and youth. Trustworthiness: Must be able to build a relationship of trust with children and youth. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care. Computer literacy.

DUTIES : Care and Development: Must be able to understand and provide care and development of children and youth. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth. Administration: Must be able to perform administrative activities relating to the completion of logbooks, incidents reports, etc Role modelling: Must be able to identify, allocate and participate in practical activities to transfer skills to children and youth. Implementation of programs: Must be able to assist in the Implementation of planned programs and activities for children and youth on the basis of their identified developmental needs. Understanding of children's rights: Must be able to promote and uphold the rights of children and youth. Knowledge of rules and procedures: Must know the rules and procedures of the care centre.

ENQUIRIES : BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

POST 17/198 : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X3 POSTS)**

SALARY CENTRE : R166 869 per annum
: (Ref No: DSD 186/05/2023) Sarah Baartman: Graaf-Reinet LSO
(Ref No: DSD 187/05/2023) Amathole: Komga LSO
(Ref No: DSD 188/05/2023) Joe Gqabi: Elundini LSO

REQUIREMENTS : National Senior Certificate. Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to community. Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in community work.

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

<u>ENQUIRIES</u>	:	Amathole Enquiries may be directed to Ms Z. Habe Tel No: 0437116626 Sarah Baartman Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Ms P Tsuputse Tel No: 051 633-1609 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/199</u>	:	<u>NURSING ASSISTANT REF NO: DSD 189/05/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R157 761 per annum BCM: Silver Crown OAH National senior certificate. Qualification that allows registration with the SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant. Competencies: Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).
<u>DUTIES</u>	:	Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/200</u>	:	<u>DRIVER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R147 036 per annum (Level 03) (Ref No: DSD 190/04/2023) Chris Hani: Queenstown Area Office (Ref No: DSD 191/05/2023) NMM: Erica Place of Safety (Ref No: DSD 192/05/2023) Provincial Office
<u>REQUIREMENTS</u>	:	NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code EC and operating certificate. Five (5) years' driving and operating specialized equipment experience Competencies: Communication skills. Ability to read and write. Good eyesight. Teamwork.
<u>DUTIES</u>	:	Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Transportation of work teams and materials/equipment's. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675 NMM Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750 Joe Gqabi Enquiries may be directed to Ms N. Duba Tel No: 051 633-1616 OR Tambo Ms P Tsuputse at 051 633-1609 Provincial Office Enquiries can be directed to Ms A Njaba Tel No: 043 605-5101/ 043 605-5110 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<u>POST 17/201</u>	:	<u>SECURITY OFFICER (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R147 036 per annum (Level 03) (Ref No: DSD 193/05/2023) BCM: John X Merrimen (X2 Posts) (Ref No: DSD 194/05/2023) Joe Gqabi: Lulama Futshane CYCC (Ref No: DSD 195/05/2023) OR Tambo: Qumbu CYCC (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate (NQF level 4)/ Equivalent qualification). certificate. Five (5) years' driving and operating specialized equipment experience. Valid registration with the Private Security Industry Regulatory Authority (PSIRA) at the level of Grade C. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have Firefighting, First Aid, crowd management training. CCTV operators training and contingency

planning will be an added advantage. A valid driver's license will be an added advantage. Experience working in a CYCC will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post will serve as an advantage. Be willing to work shifts and extended hours in a control room environment. Competencies: Knowledge of legislation and procedures related to physical security inclusive of CCTV systems, Fire detection/prevention systems, access control, Fire-arm control, Trespassing. Knowledge of measures for operations in a control room and control and movement of equipment and people. Knowledge of prescribed legislation and security procedures (e.g. MISS, MPSS, POPIA and Protection of Information Act, etc.) and the authority of security officers under these prescripts. Operating of electronic security systems and apparatus (eg. Walk through metal detectors, X-ray machines, CCTV systems, Access control systems, Perimeter Intrusion Detection Systems, etc). Knowledge of the relevant emergency procedures. Competence which includes the following: Human relations, Financial management skills, client orientation and customer focus. Communication (verbal, written and presentation) skills in English. Computer literacy and ability to train people.

- DUTIES** : Perform access control. Escort visitors to the relevant employee/venues where required. Report all the identified security incidents, breaches and non-compliance. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure that all incidents are recorded in relevant registers. Operate control room security equipment.
- ENQUIRIES** : BCM: Enquiries may be directed to Ms P. Kula Tel No: 043 705-5675
OR Tambo Enquiries may be directed to Mrs Z Dlanjwa Tel No: 047 531 2504
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 17/202** : **LAUNDRY AID/WORKER (X3 POSTS)**
- SALARY CENTRE** : R125 373 per annum (Level 02)
: (Ref No: DSD 196/05/2023) NMM: Enkuselweni Place of Safety (X2 Posts)
: (Ref No: DSD 197/05/2023) Protea Place of Safety
- REQUIREMENTS** : NQF Level 2 (Grade 10 certificate) / Equivalent qualification. No experience required. Competencies: Possessing strong attention to detail and a desire to work efficiently. The employees must also have a drive to work thoroughly without cutting corners, in order to properly care for each article.
- DUTIES** : Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressers). Iron, fold count and pack laundered items and seal linen/clothes bags. Sort, count and record dirty linen/clothes. Report any machine defaults to the supervisor.
- ENQUIRIES** : NMM: Enquiries may be directed to Ms L. Thompson Tel No: 041 406-5750
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za